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MULTIFUNCTIONAL DIGITAL SYSTEMS

Setup Guide for Printing Functions

GA-1190

Preface

Thank you for purchasing the TOSHIBA multifunctional digital system e-STUDIO165/205 or e-STUDIO167/207/237.
This ***Setup Guide for Printing Functions*** is a manual for the e-STUDIO165/205 or e-STUDIO167/207/237 when the following option is installed:

- Network Printer Kit

This ***Setup Guide for Printing Functions*** describes the following:

- Printer-related settings using the control panel of this equipment
- Settings and management of this equipment from a computer using TopAccess

Be sure to read this manual before using the e-STUDIO165/205 or e-STUDIO167/207/237 with the options above. Keep this manual handy and retain it for future reference.

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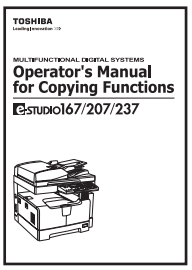
Before Reading This Manual

Lineup of our manuals

These manuals are provided for the operation of the e-STUDIO165/205 or e-STUDIO167/207/237. Select and read the manual best suited to your needs. This manual is the ***Setup Guide for Printing Functions***.

Basic functions

Operator's Manual for Copying Functions (Booklet)
This manual describes the basic operations, mainly copying functions, of this equipment. It also describes safety precautions to ensure correct and safe use of this equipment. Be sure to read this before you use the equipment.



Facsimile functions

The Fax Kit GD-1221 (optional) is necessary for using the Fax functions.

Operator's Manual for Facsimile Function (Booklet)
This manual describes how to use the Fax functions. Various functions both basic and advanced regarding Fax transmission/reception are available.

Printing functions

The Network Printer Kit GA-1190 (optional) is necessary for using the printing functions.

Quick Start Guide for Printing Functions (Booklet)
This manual gives basic information regarding the printing functions, such as the GA-1190 accessories, necessary environmental conditions and outline of network connections as well as troubleshooting. Be sure to read this before using the printing functions.

Network Administration Guide for Printing Functions (PDF file)
This manual describes the operation necessary for configuring a network and using the printing functions, such as connecting to a network and setting components.

Setup Guide for Printing Functions (PDF file, This manual)
This manual consists of the following two parts.

Control panel: This part describes how to configure the printer-related settings using the control panel of the equipment.

TopAccess: This part describes how to use the co-packed utility “TopAccess”. The settings and management of the equipment can be done using a Web browser.

Printing Guide (PDF file)
This manual describes the operation necessary for printing data from a computer, such as the installation of the client software and the use of the printer driver.

Network Fax Guide (PDF file)
This manual describes the operation necessary for sending a Fax from a computer via a network, such as the installation of the client software, use of the N/W-Fax driver and the co-packed application software “AddressBook Viewer”.

Scanning functions

The Scanner Upgrade Kit GA-1200 (optional) is necessary for using the scanning functions.

Quick Start Guide for Scanning Functions (PDF file)
This manual gives the basic information regarding the scanning functions, such as the GA-1200 accessories, necessary environmental conditions and outline of network connections as well as troubleshooting. Be sure to read this before using the scanning functions.

Network Administration Guide for Scanning Functions (PDF file)
This manual describes the operation necessary for configuring a network and using the scanning functions, such as connecting to a network and setting components.

Setup Guide for Scanning Functions (PDF file)
This manual consists of the following two parts.

Control panel: This part describes how to configure the scanner-related settings using the control panel of the equipment.

TopAccess: This part describes how to use the co-packed utility “TopAccess”. The settings and management of the equipment can be done using a Web browser.

Scanning Guide (PDF file)
This manual describes the operation necessary for using the scanning functions, such as the installation and the use of the TWAIN driver.

To read manuals in the PDF file format

The operator's manual in the PDF (Portable Document Format) can be displayed/printed using Adobe Reader or Adobe Acrobat Reader. If neither is installed in your computer, download one of them. This can be done via the website of Adobe Systems Incorporated.

How to read this manual

Symbols in this manual

In this manual, some important items are descried with the symbols shown below. Be sure to read these items before using this equipment.

Caution	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.
Note	Indicates information to which you should pay attention when operating the equipment.
Tip	Describes handy information that is useful to know when operating the equipment.
	Pages describing items related to what you are currently doing. See these pages as required.

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1

OVERVIEW

This chapter describes the contents of this manual and the required use environments of TopAccess.

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Overview

Contents

This manual consists of the following 2 parts:

- Printer-related settings using the control panel of this equipment
- Settings and management of this equipment from a computer using TopAccess

Printer-related settings using the control panel of this equipment

The former part of this manual describes how to set up printer-related items and how to print lists using the PRINTER] and [USER FUNCTIONS] buttons of the control panel.
See the following chapters for your reference:

Chapter 2 BASIC OPERATIONS ON SCREENS (EQUIPMENT)
Describes the basic operations on the control panel screens of this equipment.
🕮 P.15 “BASIC OPERATIONS ON SCREENS (EQUIPMENT)”

Chapter 3 CANCELING PRINT JOBS AND PRINTING FONT LISTS (EQUIPMENT)
Describes how to cancel a print job in process and how to print font lists, using the control panel of this equipment.
🕮 P.23 “CANCELING PRINT JOBS AND PRINTING FONT LISTS (EQUIPMENT)”

Chapter 4 PRINTING LISTS (EQUIPMENT)
Describes how to print printer-related-lists from the control panel of this equipment.
🕮 P.27 “PRINTING LISTS (EQUIPMENT)”

Chapter 5 CONFIGURING NETWORKS (EQUIPMENT)
Describes how to configure networks using the control panel of this equipment.
🕮 P.31 “CONFIGURING NETWORKS (EQUIPMENT)”

Printer-related settings and management of this equipment using TopAccess

The latter part of this manual describes how to set up and manage this equipment from your computer through a network using a co-packed utility TopAccess. TopAccess has 2 access levels; the end user level and administrator level. All the setting and maintenance functions of TopAccess can be utilized in the administrator level.
The following functions of this equipment are described:

- Printing functions set and managed from the TopAccess screens
- Fax functions set and managed from the TopAccess screens (only when the Fax Kit (optional) is installed)

See the following pages for your reference:

Chapter 6 TopAccess OVERVIEW
Describes the overview of TopAccess and how to access TopAccess.
🕮 P.47 “TopAccess OVERVIEW”

Chapter 7 TopAccess DEVICE TAB PAGE
Describes the device information on the Device tab page of TopAccess.
🕮 P.55 “TopAccess DEVICE TAB PAGE”

Chapter 8 TopAccess REGISTRATION TAB PAGE
Describes how to manage the address book and Mailboxes on the TopAccess Registration tab page.
🕮 P.59 “TopAccess REGISTRATION TAB PAGE”

Chapter 9	TopAccess COUNTER TAB PAGE Describes how to display total counters on the TopAccess Counter tab page. 🕮 P.77 “TopAccess COUNTER TAB PAGE”
Chapter 10	TopAccess ADMINISTRATION TAB PAGE - SETUP MENU Describes the various items set by the TopAccess administrator. 🕮 P.81 “TopAccess ADMINISTRATION TAB PAGE - SETUP MENU (Printing Function)”
Chapter 11	TopAccess ADMINISTRATION TAB PAGE - MAINTENANCE MENU Describes the maintenance of TopAccess performed by the TopAccess administrator. 🕮 P.117 “TopAccess ADMINISTRATION TAB PAGE - MAINTENANCE MENU”
Chapter 12	MANAGING DEPARTMENT CODES ON TopAccess (FOR ADMINISTRATORS) Describes how to manage the department code by an administrator. 🕮 P.137 “MANAGING DEPARTMENT CODES ON TopAccess (FOR ADMINISTRATORS)”

Tips

- For troubleshooting, see “TROUBLESHOOTING”.
  🕮 P.139 “TROUBLESHOOTING”
- For the lists printed by this equipment, see “Appendix”.
  🕮 P.143 “APPENDIX”

Use environments of TopAccess

This section describes the use environment of a co-packed utility TopAccess that comes with this equipment. Systems shown below enable you to access the TopAccess using your web browser so that you can set up or manage this equipment from a computer on the network.

Network

Before using the TopAccess, this equipment must be properly connected to the network, and also TCP/IP and HTTP must be properly configured on this equipment. See the following manuals for the details:

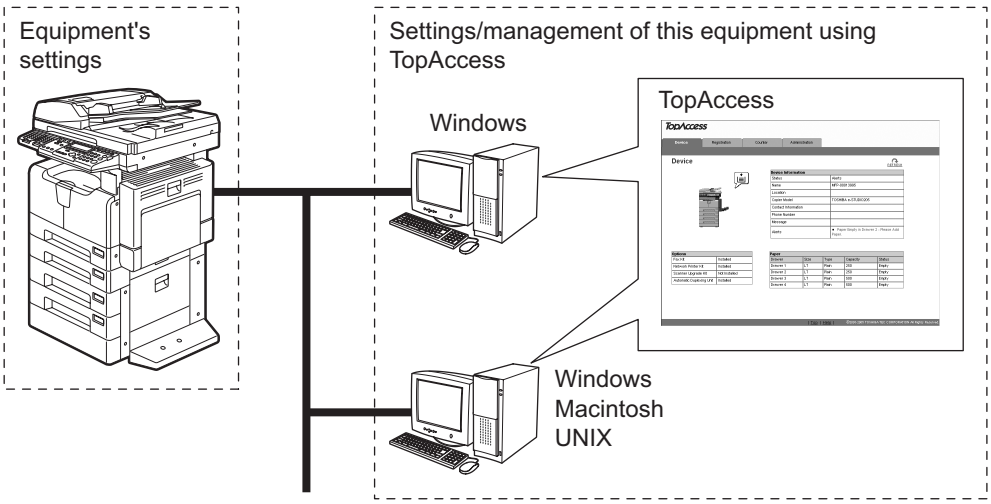
- **Quick Start Guide for Printing Functions**
  Chapter 3 "CONNECTING TO A COMPUTER"
  "Connecting to the Network"
- **Setup Guide for Printing Functions (This manual)**
  Chapter 5 "CONFIGURING NETWORKS (EQUIPMENT)"
  P.35 “TCP/IP Configuration”
  P.44 “HTTP Configuration”

Web browser

TopAccess supports the following web browsers under Windows, Macintosh or UNIX environments:

Windows:	Microsoft Internet Explorer 5.5 SP2 or later
	Mozilla Firefox 1.5.0.4 or later
Macintosh:	Safari 2.0 (412.2) or later
	Mozilla Firefox 1.5.0.4 or later
UNIX:	Mozilla Firefox 1.5.0.4 or later

Settings on equipment side and settings/management of this equipment using TopAccess:



2

BASIC OPERATIONS ON SCREENS (EQUIPMENT)

This chapter describes the basic operations on the control panel screens of this equipment.

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Basic Operations on Each Screen 18

To select mode main screen 18
To select each menu 19
To key in digits 21

Various Screens

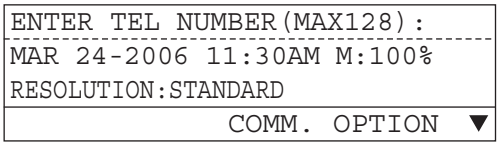
Major screens appearing on the control panel LCD of this equipment are shown below.

Ready screen (“Copy mode” main screen)

This screen appears a few tenths of a second after you turn the power of this equipment ON. The copying functions can be used.
This screen appears also when you have pressed the [COPY] button to switch the equipment into the copy mode from other modes.

Tip

If the ready screen is set for the Fax functions, the screen below appears after you turn the power ON.
Ready screen for Fax functions (“Fax mode” main screen):



Mode main screens

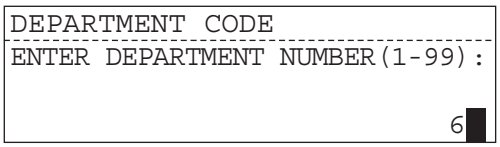
The mode selection main screens are 4 screens; the “copy mode” main screen, “printer mode” main screen, “user functions mode” main screen and “Fax mode” main screen. In these main screens, menus selectable in the subject mode appear.
To select and operate the mode selection main screen for the printer mode, see the following pages:
📖 P.18 “To select mode main screen”
Example of “printer mode” main screen:

Menu selection screen

This screen appears when you select desired menus or items. The name of the menus, sub-menus or items are displayed in this screen.
Example of “YES/NO” selection screen:

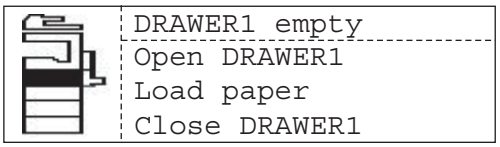
Digit entry screen

This screen appears when you key in any digits. Enter digits using the digital keys on the control panel.



Error message screen

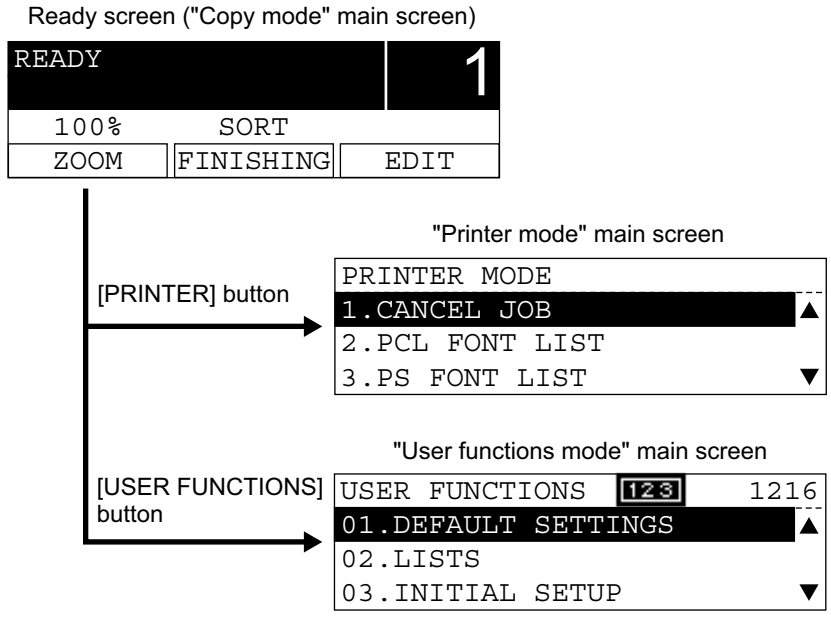
This screen appears when an error has occurred.



Basic Operations on Each Screen

To select mode main screen

When you press the mode selection button (= [PRINTER] or [USER FUNCTIONS]) in the ready screen displayed after power-ON, the main screen for each mode appears.



Tip

If the ready screen is set for the Fax functions, the “Fax mode” main screen appears as the ready screen.

[USER FUNCTIONS] button and screen transition:

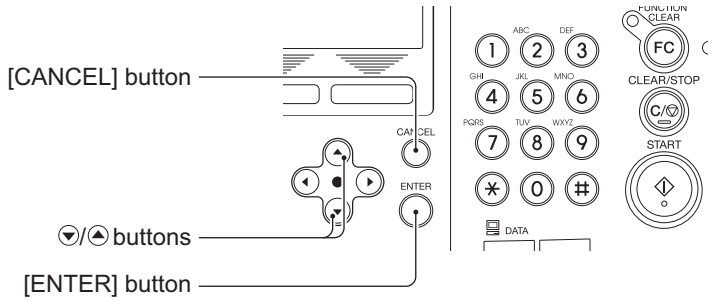
- When you press the [USER FUNCTIONS] button while you are operating the copy or printer menu, the screen shifts to the “user function” main screen.
- When you press the [USER FUNCTIONS] button while you are operating the user functions menu, the screen returns to the previously selected main screen, i.e. the ready screen (“copy mode” main screen) or “printer mode” main screen.
  Also, if you press the [FUNCTION CLEAR] button when the “user function” main screen is displayed, the screen returns to the previously selected main screen.

[PRINTER] button and screen transition:
When you press the [PRINTER] button while you are operating each menu, the screen shifts to the “printer mode” main screen.
For example, when you press it while you are operating the user functions menu, the “printer mode” main screen appears.

To return to main screen for each mode:
If you press the [FUNCTION CLEAR] button while you are operating each menu, the screen returns to the main screen for the current mode.

To select each menu

You can select the desired menu or item in the menu selection screen.



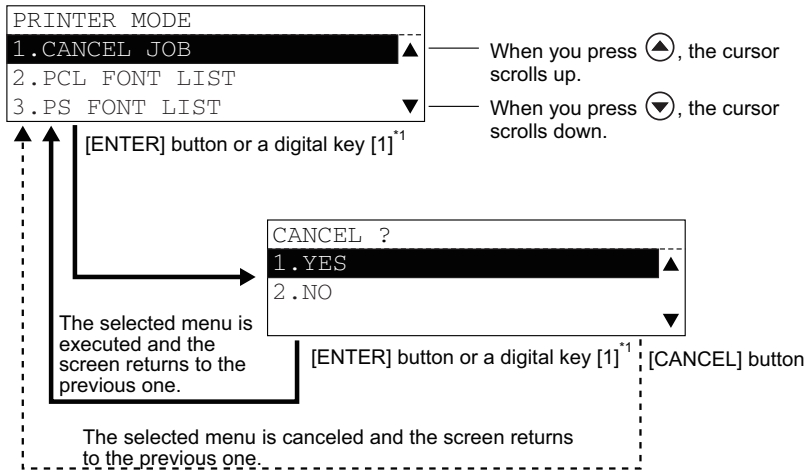
Button	Function
▲ / ▼	Press these buttons to select menus or items. The cursor moves to the menu or item selected. The selected menu or item is highlighted. When you press ▲, the cursor scrolls up. When you press ▼, it scrolls down.
[ENTER]	Press this button to execute the selected menu or item.
[CANCEL]	Press this button to cancel the selected operation. The screen returns to the previous one. (If you press this several times, the screen returns to the main screen for the current mode.)

Note

The menus displayed in the screen differ depending on which options are installed. Some menus displayed in the menu selection screen shown in this manual may not be displayed in the actual screen, if the corresponding option is not installed.

Example of menu selection

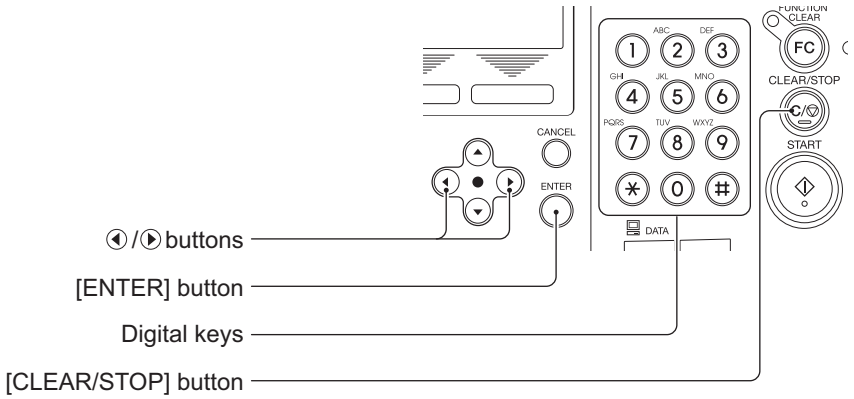
The menu selection procedure to cancel a print job in the “printer mode” main screen is shown below.


PRINTER MODE
1.CANCEL JOB
2.PCL FONT LIST
3.PS FONT LIST
When you press ▲, the cursor scrolls up.
When you press ▼, the cursor scrolls down.
[ENTER] button or a digital key [1]*1
CANCEL ?
1.YES
2.NO
The selected menu is executed and the screen returns to the previous one.
[ENTER] button or a digital key [1]*1
[CANCEL] button
The selected menu is canceled and the screen returns to the previous one.

*1 Each menu in this equipment has a serial number. When you key in the first 1 or 2 digits of the serial number, you can immediately select this menu. (In other words, this procedure substitutes for the entry by pressing ▲ / ▼ and the [ENTER] button.) With this function, you can select a menu located at the bottom of the hierarchical menu-tree structure by entering a series of numbers (e.g. “03” “03” “02”).

To key in digits

You can enter digits using the digital keys.



Button /Digital key	Function
Digital Keys	Press these keys to enter digits when the digit entry screen is displayed.
[ENTER]	Press this button to determine the digits keyed in.
◀ / ▶	Press these buttons to move the cursor to the right or left. When you press ◀, the cursor moves to the left. When you press ▶, it moves to the right. When you want to correct a digit already keyed in, move the cursor to the digit and then key in a new digit. The digit is replaced with a new one.
[CLEAR/STOP]	Digits keyed in are all cleared.

3

CANCELING PRINT JOBS AND PRINTING FONT LISTS (EQUIPMENT)

This chapter describes how to cancel a print job in process and how to print font lists, using the control panel of this equipment.

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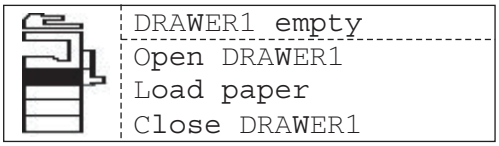
To Print PCL/PS Font List 25

PCL font list / PS font list.....25

To Cancel Print Jobs

You can cancel a print job in process using the [PRINTER] button. Canceling print jobs is required usually in the following cases:

- A print job in process needs to be discarded
- Paper has run out during printing and you want to discard the rest of the job The message screen shown below appears when paper has run out.

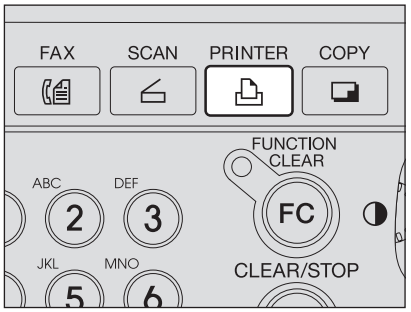


Note

Canceling print jobs is possible only when this equipment is actually printing a job. If you attempt to cancel a print job when this equipment is not doing so, “Not allowed now” appears in the screen.

1 Press the [PRINTER] button when the ready screen is displayed.

The “printer mode” main screen appears.



2 Press ▲ or ▼ to select CANCEL JOB, and then press the [ENTER] button.

3 Press ▲ or ▼ to select YES, and then press the [ENTER] button.

The print job is canceled and “Operation Completed” appears. The screen returns to the “printer mode” main screen shown in step 2.

To Print PCL/PS Font List

You can print the following font lists using the [PRINTER] button:

- PCL font list
- PS font list

Note

The lists are printed on A4 (LT) or A4-R (LT-R) size paper. Check that paper of the specified size is set.

Tip

For each font list printed, see the following page:

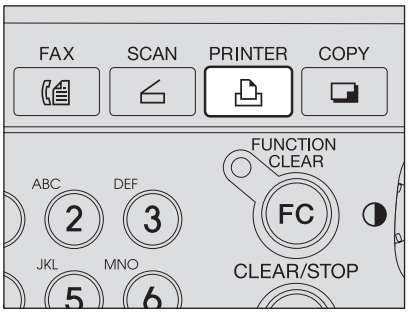
P.144 “List Print Format”

PCL font list / PS font list

You can print lists for the internal PCL font and PS font to be used for printing.

1 Press the [PRINTER] button when the ready screen is displayed.

The “printer mode” main screen appears.



2 Press ▲ or ▼ to select PCL FONT LIST or PS FONT LIST, and then press the [ENTER] button.

“Printing accepted” appears and the selected internal font list is printed out. The screen returns to the “printer mode” main screen shown in step 2.

4

PRINTING LISTS (EQUIPMENT)

This chapter describes how to print printer-related lists from the control panel of this equipment.

To Print Lists 28
Configuration page.....28
NIC status page 29

To Print Lists

You can print the printer-related lists shown below using the [USER FUNCTIONS] button.

- Configuration page
- NIC status page

Note

The lists are printed on A4 (LT) or A4-R (LT-R) size paper. Check that paper of the specified size is set.

Tips

- For each list mentioned above, see the following page:
  P.144 “List Print Format”
- You can see the printer-related user settings by printing the Function List. See the ***Operator’s Manual for Copying Functions***.
- You can see the printer-related menu list by printing the Menu List. See the ***Operator’s Manual for Copying Functions***.

Configuration page

You can print out the setting status of the Network Printer Kit (optional).

Tip

See the following Operator’s Manual for details of the setting items regarding printing functions.

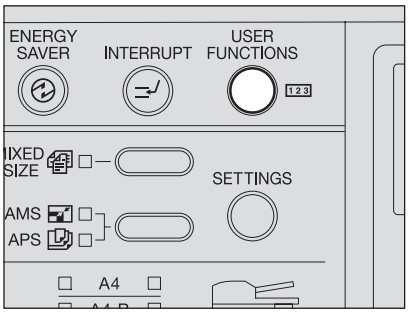
Quick Start Guide for Printing Functions
Default Setting List
Chapter 5 “APPENDIX”

"Default settings for NETWORK SETTING"

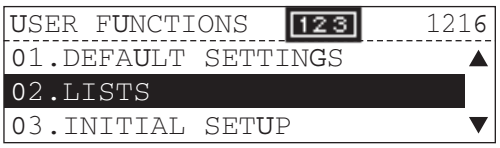
"Default settings for PRINT SERVICE SETTING"

1 Press the [USER FUNCTIONS] button.

The “user functions mode” main screen appears.

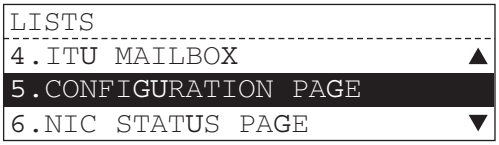


2 Press ▲ or ▼ to select LISTS, and then press the [ENTER] button.



3 **Press ▲ or ▼ to select CONFIGURATION PAGE, and then press the [ENTER] button.**

"Printing accepted" appears and the configuration page is printed out.

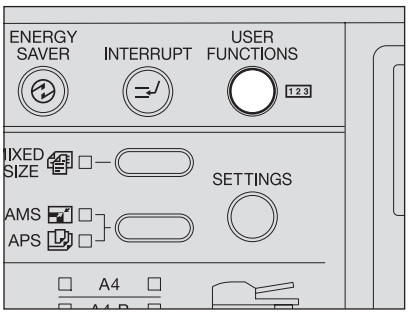


NIC status page

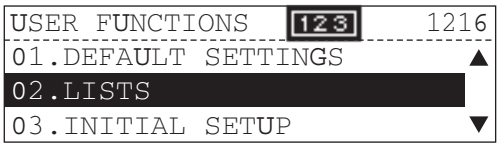
You can print out the setting status of the NIC (Network Interface Card) of the Network Printer Kit (optional).

1 **Press the [USER FUNCTIONS] button.**

The "user functions mode" main screen appears.

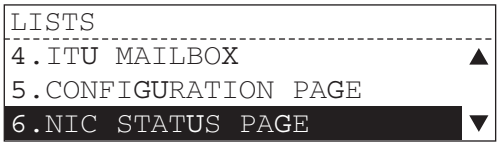


2 **Press ▲ or ▼ to select LISTS, and then press the [ENTER] button.**



3 **Press ▲ or ▼ to select NIC STATUS PAGE, and then press the [ENTER] button.**

"Printing accepted" appears and the NIC status page is printed out.



5

CONFIGURING NETWORKS (EQUIPMENT)

This chapter describes how to configure networks using the control panel of this equipment.

Network Configuration from Equipment....32
Ethernet Configuration....33
TCP/IP Configuration....35
IPX/SPX Configuration....40
AppleTalk Configuration....42
HTTP Configuration....44

Network Configuration from Equipment

You can perform the following network configurations using the [USER FUNCTIONS] button:
📖 P.33 “Ethernet Configuration”
📖 P.35 “TCP/IP Configuration”
📖 P.40 “IPX/SPX Configuration”
📖 P.42 “AppleTalk Configuration”
📖 P.44 “HTTP Configuration”

To use TopAccess:

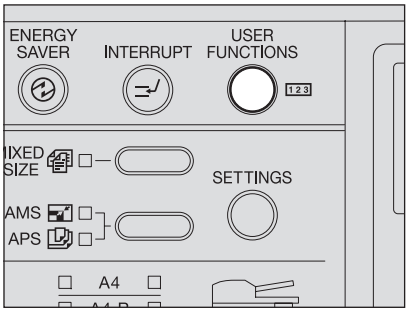
Before using a web-based utility TopAccess, TCP/IP protocol and HTTP network server service must be configured in this equipment.
📖 P.35 “TCP/IP Configuration”
📖 P.44 “HTTP Configuration”

When TCP/IP and HTTP have been configured, you can use TopAccess on your computer. Once TopAccess is enabled, all the network configurations including the reconfiguration of TCP/IP and HTTP can be executed from TopAccess screen. For the network configurations using TopAccess, see the following page:
📖 P.86 “Setting up Network Settings (Printing Function)”

Ethernet Configuration

You can specify the link speed and communication mode of Ethernet.

1 **Press the [USER FUNCTIONS] button when the ready screen is displayed.**
The “user functions mode” main screen appears.

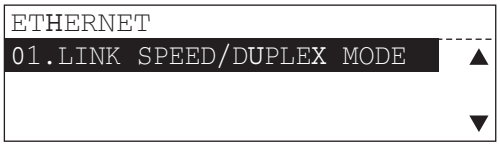


2 **Press ▲ or ▼ to select INITIAL SETUP, and then press the [ENTER] button.**

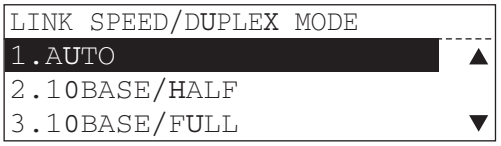
3 **Press ▲ or ▼ to select NETWORK, and then press the [ENTER] button.**

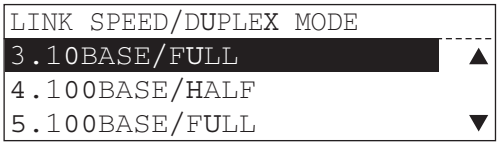
4 **Press ▲ or ▼ to select ETHERNET, and then press the [ENTER] button.**

5 **Press ▲ or ▼ to select LINK SPEED/DUPLEX MODE, and then press the [ENTER] button.**



6 **Press ▲ or ▼ to select the desired link speed and communication mode.**





AUTO:	Detects the Ethernet link speed automatically.
10BASE/HALF:	Uses 10BASE-T half-duplex communication mode.
10BASE/FULL:	Uses 10BASE-T full-duplex communication mode.
100BASE/HALF:	Uses 100BASE-TX half-duplex communication mode.
100BASE/FULL:	Uses 100BASE-TX full-duplex communication mode.

Notes

- When you select other than AUTO above, refer to the specifications of the network to which this equipment is connected.
- If you are not sure of the most appropriate link speed or communication mode, select AUTO.

7 Press the [ENTER] button.

The screen returns to the shown in step 5.

8 Press the [CANCEL] button once to return the screen to the NETWORK menu screen.

Note

If you press the [CANCEL] button more than twice and exit the NETWORK menu, the NIC initialization operation in the next step becomes ineffective. In this case, repeat the procedure from step 1.

9 Press ▲ or ▼ to select COMPLETE, and then press the [ENTER] button.

The initialization starts and “Initializing” appears. When it is completed, “Operation Completed” appears and the screen returns to the one shown in step 3.

10 Press the [CANCEL] button once or press the [FUNCTION CLEAR] button to return the screen to the “user function mode” main screen.

Note

If the network connection is still unstable even after following the procedure above, turn the power of this equipment OFF and then back ON.

TCP/IP Configuration

You can configure TCP/IP protocol. This TCP/IP configuration includes address assignment method selection, IP address, subnet mask, and default gateway assignment (manual assignment).

Notes

- The configuration of TCP/IP protocol differs depending on your network environments.
- Before using a web-based utility TopAccess, TCP/IP protocol and HTTP network server service must be configured in this equipment. For HTTP configuration, see the following page:
P.44 “HTTP Configuration”

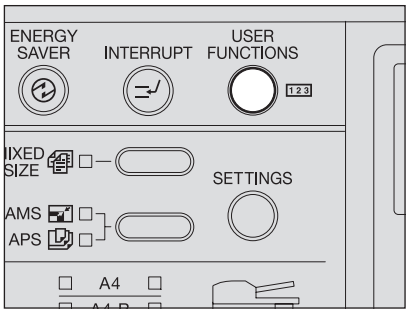
Configuring TCP/IP using DHCP or Auto IP function:
If you are not sure of the proper TCP/IP configuration method to assign an address to this equipment, select “DYNAMIC” for the address assignment method. When you select “DYNAMIC”, this equipment obtains an IP address, subnet mask and gateway from a DHCP server, if your network supports DHCP. If your network does not support it, the Auto IP function will assign a proper IP address to this equipment.

Configuring TCP/IP using only DHCP:
When you connect this equipment to a local area network including a DHCP server and configure TCP/IP for this equipment using only DHCP, without the Auto IP function, select “NO AUTOIP” for the address assignment method. When you select “NO AUTOIP”, this equipment obtains an IP address, subnet mask and gateway from the DHCP server. The automatic IP address assignment with the Auto IP function is disabled.

Connecting to local area network requiring static IP addresses:
When you connect this equipment to a local area network requiring a static IP address, select “STATIC IP” for the address assignment method and specify the IP address manually. Subnet mask and default gateway should also be configured as required.

Automatic IP address assignment

1 Press the [USER FUNCTIONS] button when the ready screen is displayed.
The “user functions mode” main screen appears.

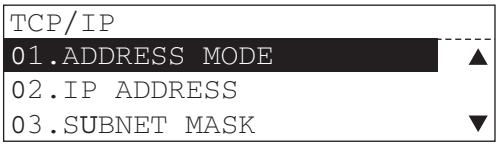


2 Press ▲ or ▼ to select INITIAL SETUP, and then press the [ENTER] button.

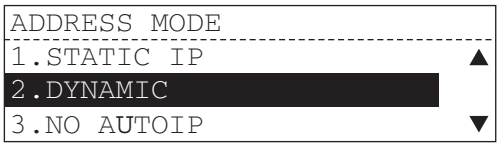
3 **Press ▲ or ▼ to select NETWORK, and then press the [ENTER] button.**

4 **Press ▲ or ▼ to select TCP/IP, and then press the [ENTER] button.**

5 **Press ▲ or ▼ to select ADDRESS MODE, and then press the [ENTER] button.**



6 **Press ▲ or ▼ to select the desired method of automatic IP address assignment.**



DYNAMIC: Obtains an IP address automatically using the Auto IP function and DHCP.
NO AUTOIP: Obtains an IP address automatically using DHCP.

7 **Press the [ENTER] button.**
The screen returns to the shown in step 5.

8 **Press the [CANCEL] button once to return the screen to the NETWORK menu screen.**

Note

If you press the [CANCEL] button more than twice and exit the NETWORK menu, the NIC initialization operation in the next step becomes ineffective. In this case, repeat the procedure from step 1.

9 **Press ▲ or ▼ to select COMPLETE, and then press the [ENTER] button.**
The initialization starts and “Initializing” appears. When it is completed, “Operation Completed” appears and the screen returns to the one shown in step 3.

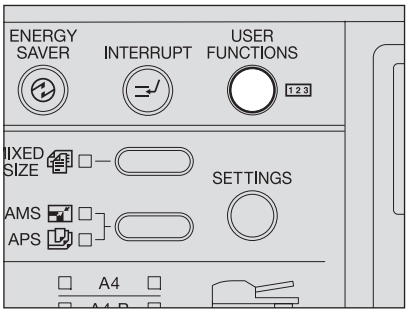
10 Press the [CANCEL] button once or press the [FUNCTION CLEAR] button to return the screen to the "user function mode" main screen.

Tip

You can check the configuration status and the obtained value if you print out the NIC status page.
P.29 "NIC status page"

Manual IP address assignment

1 Press the [USER FUNCTIONS] button when the ready screen is displayed.
The "user functions mode" main screen appears.

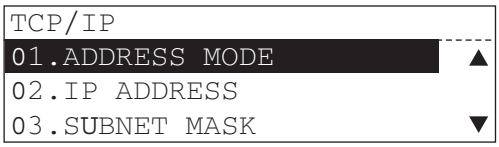


2 Press ▲ or ▼ to select INITIAL SETUP, and then press the [ENTER] button.

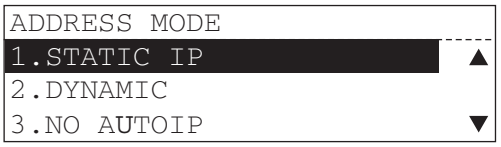
3 Press ▲ or ▼ to select NETWORK, and then press the [ENTER] button.

4 Press ▲ or ▼ to select TCP/IP, and then press the [ENTER] button.

5 Press ▲ or ▼ to select ADDRESS MODE, and then press the [ENTER] button.

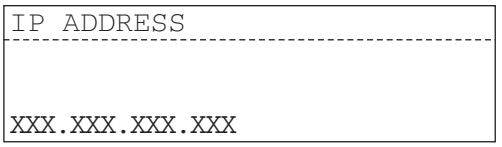


6 **Press ▲ or ▼ to select STATIC IP, and then press the [ENTER] button.**
The screen returns to the one shown in step 5.



7 **Press ▲ or ▼ to select IP ADDRESS, and then press the [ENTER] button.**

8 **Enter the IP address, and then press the [ENTER] button.**
The screen returns to the one shown in step 7.

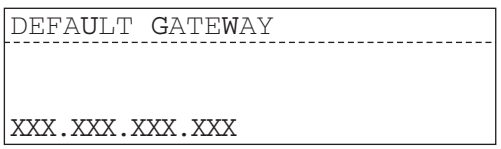


9 **Press ▲ or ▼ to select SUBNET MASK, and then press the [ENTER] button.**

10 **Key in the subnet mask value as required, and then press the [ENTER] button.**
The screen returns to the one shown in step 9.

11 **Press ▲ or ▼ to select DEFAULT GATEWAY, and then press the [ENTER] button.**

12 **Key in the default gateway value as required, and then press the [ENTER] button.**



13 **Press the [CANCEL] button once to return the screen to the NETWORK menu screen.**

Note

If you press the [CANCEL] button more than twice and exit the NETWORK menu, the NIC initialization operation in the next step becomes ineffective. In this case, repeat the procedure from step 1.

14 **Press ▲ or ▼ to select COMPLETE, and then press the [ENTER] button.**

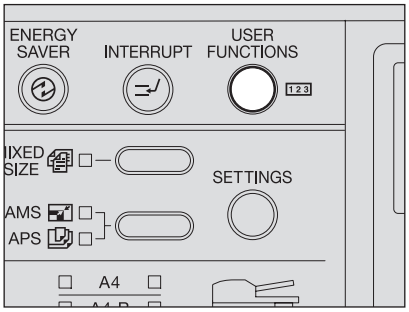
The initialization starts and “Initializing” appears. When it is completed, “Operation Completed” appears and the screen returns to the one shown in step 3.

15 **Press the [CANCEL] button once or press the [FUNCTION CLEAR] button to return the screen to the “user function mode” main screen.**

IPX/SPX Configuration

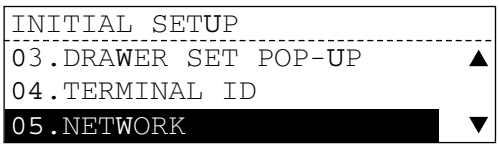
You can configure IPX/SPX protocol. The IPX/SPX protocol is configured usually to communicate with a NetWare file server.

1 **Press the [USER FUNCTIONS] button when the ready screen is displayed.**
The “user functions mode” main screen appears.



2 **Press ▲ or ▼ to select INITIAL SETUP, and then press the [ENTER] button.**

3 **Press ▲ or ▼ to select NETWORK, and then press the [ENTER] button.**



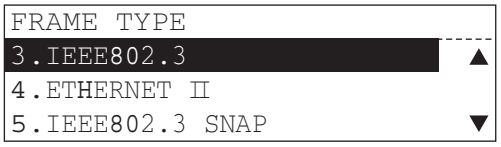
4 **Press ▲ or ▼ to select IPX/SPX, and then press the [ENTER] button.**

5 **Press ▲ or ▼ to select IPX/SPX, and then press the [ENTER] button.**

6 **Press ▲ or ▼ to select ENABLE, and then press the [ENTER] button.**
The screen returns to the one shown in step 5.

7 **Press ▲ or ▼ to select FRAME TYPE, and then press the [ENTER] button.**

8 **Press ▲ or ▼ to select the desired frame type.**



AUTO SENSE: Detects the most appropriate frame type automatically.
IEEE802.2: Selects a frame type compatible with IEEE802.2.
IEEE802.3: Selects a frame type compatible with IEEE802.3.
ETHERNET II: Selects a frame type compatible with Ethernet II.
IEEE802.3 SNAP: Selects a frame type compatible with IEEE802.3 SNAP.

Note

If you are not sure of the most appropriate frame type, select AUTO SENSE.

9 **Press the [ENTER] button.**

The screen returns to the one shown in step 7.

10 **Press the [CANCEL] button once to return the screen to the NETWORK menu screen.**

Note

If you press the [CANCEL] button more than twice and exit the NETWORK menu, the NIC initialization operation in the next step becomes ineffective. In this case, repeat the procedure from step 1.

11 **Press ▲ or ▼ to select COMPLETE, and then press the [ENTER] button.**

The initialization starts and “Initializing” appears. When it is completed, “Operation Completed” appears and the screen returns to the one shown in step 3.

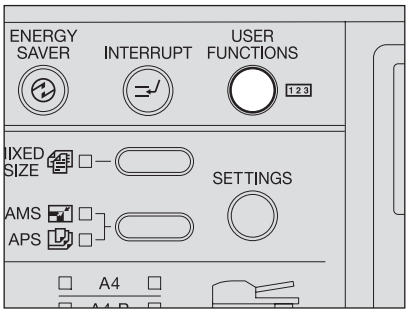
12 **Press the [CANCEL] button once or press the [FUNCTION CLEAR] button to return the screen to the “user function mode” main screen.**

AppleTalk Configuration

AppleTalk protocol must be enabled when AppleTalk printing from Macintosh computers needs to be enabled.
Set the device name of this equipment and AppleTalk zone using TopAccess as required.
See the following page:
📖 P.89 “Setting up the AppleTalk”

1 Press the [USER FUNCTIONS] button when the ready screen is displayed.

The “user functions mode” main screen appears.



2 Press ▲ or ▼ to select INITIAL SETUP, and then press the [ENTER] button.

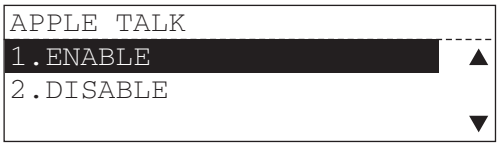
3 Press ▲ or ▼ to select NETWORK, and then press the [ENTER] button.

4 Press ▲ or ▼ to select APPLETALK, and then press the [ENTER] button.

5 Press ▲ or ▼ to select APPLETALK, and then press the [ENTER] button.

6 Press ▲ or ▼ to select ENABLE for enabling AppleTalk, or select DISABLE for disabling it. Then press the ENTER button.

The screen returns to the one shown in step 5.



7 **Press the [CANCEL] button once to return the screen to the NETWORK menu screen.**

Note

If you press the [CANCEL] button more than twice and exit the NETWORK menu, the NIC initialization operation in the next step becomes ineffective. In this case, repeat the procedure from step 1.

8 **Press ▲ or ▼ to select COMPLETE, and then press the [ENTER] button.**

The initialization starts and “Initializing” appears. When it is completed, “Operation Completed” appears and the screen returns to the one shown in step 3.

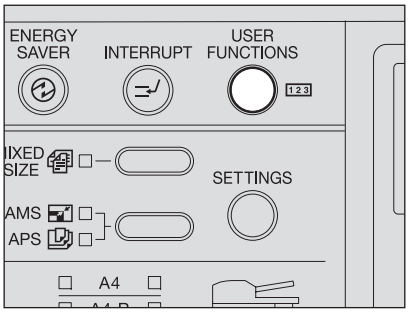
9 **Press the [CANCEL] button once or press the [FUNCTION CLEAR] button to return the screen to the “user function mode” main screen.**

HTTP Configuration

To use a web-based utility TopAccess, HTTP network server service must be enabled. This service must be enabled also for IPP printing.

1 Press the [USER FUNCTIONS] button when the ready screen is displayed.

The “user functions mode” main screen appears.

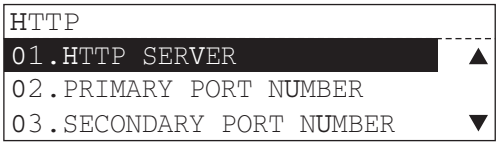


2 Press ▲ or ▼ to select INITIAL SETUP, and then press the [ENTER] button.

3 Press ▲ or ▼ to select NETWORK, and then press the [ENTER] button.

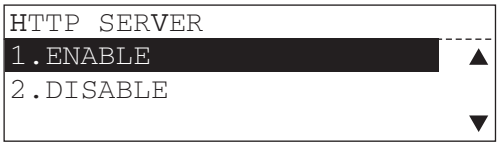
4 Press ▲ or ▼ to select HTTP, and then press the [ENTER] button.

5 Press ▲ or ▼ to select HTTP SERVER, and then press the [ENTER] button.

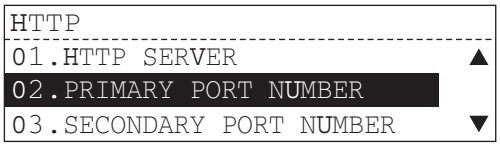


6 Press ▲ or ▼ to select ENABLE for enabling HTTP network server, or select DISABLE for disabling it. Then press the [ENTER] button.

The screen returns to the one shown in step 5.

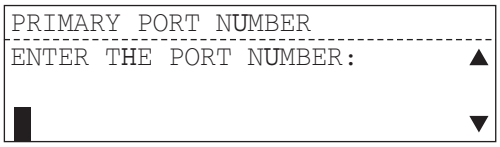


7 Press ▲ or ▼ to select PRIMARY PORT NUMBER, and then press the [ENTER] button.



8 **Key in the port number (normally “80”) to access HTTP, and then press the [ENTER] button.**

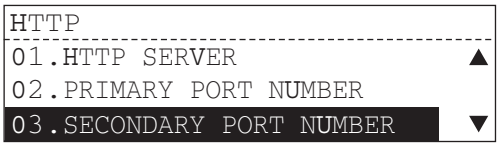
The screen returns to the one shown in step 7.



Note

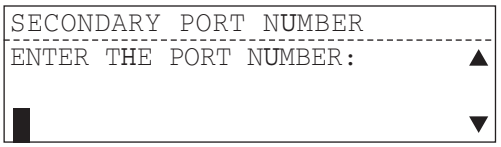
Port number “80” is set by default. If you want to change it, press the [Clear/Stop] button and key in the desired port number.

9 **Press ▲ or ▼ to select SECONDARY PORT NUMBER, and then press the [ENTER] button.**



10 **Key in the port number (normally “8080”) to access TopAccess, and then press the [ENTER] button.**

The screen returns to the one shown in step 9.



Note

Port number “8080” is set by default. If you want to change it, press the [Clear/Stop] button and key in the desired port number.

11 **Press the [CANCEL] button once to return the screen to the NETWORK menu screen.**

Note

If you press the [CANCEL] button more than twice and exit the NETWORK menu, the NIC initialization operation in the next step becomes ineffective. In this case, repeat the procedure from step 1.

12 **Press ▲ or ▼ to select COMPLETE, and then press the [ENTER] button.**

The initialization starts and “Initializing” appears. When it is completed, “Operation Completed” appears and the screen returns to the one shown in step 3.

13 **Press the [CANCEL] button once or press the [FUNCTION CLEAR] button to return the screen to the “user function mode” main screen.**

6

TopAccess OVERVIEW

This chapter describes the overview of TopAccess and how to access TopAccess.

TopAccess Overview 48
End user mode 48
Administrator mode 49

Accessing TopAccess from Your Computer 50
Accessing TopAccess 50
TopAccess screen structure 53

TopAccess Overview

TopAccess has two access levels: the end user level and the administrator level. The administrator can configure all settings available and can perform maintenance operations.

Tips

- For detailed explanation on TopAccess, see the following page:
  📖 P.14 “Use environments of TopAccess”
- Display and setting items for Fax are available only when the Fax Kit (optional) is installed in this equipment.

Note

When the setting or operation given in this manual is performed, do not turn the power of the equipment OFF until the TopAccess screen is automatically updated.

End user mode

The following settings and management are available in the end user mode:

- Checking device status (Device tab page)
  On the Device tab page, you can view the various types of device information of this equipment, messages and alerts, current paper size and remaining status in each drawer, and option installation status.
  📖 P.55 “TopAccess DEVICE TAB PAGE”
- Managing address book (Registration tab page)
  On the Registration tab page, you can add or edit destinations (contact names) of the address book.
  📖 P.59 “TopAccess REGISTRATION TAB PAGE”
- Managing counters (Counter tab page)
  On the Counter tab page, you can view the current values of the total counters.
  📖 P.77 “TopAccess COUNTER TAB PAGE”

Administrator mode

Only a person who has an administrator privilege can access this mode. To use the administrator mode, the administrator's password should be entered.

- Various settings and maintenance operations by the administrator (Administrator tab)
  Setup menu:
  - General settings
  - Network settings
  - Copier settings
  - Fax setting
  - Printer settings
  - Print service settings

  📖 P.81 "TopAccess ADMINISTRATION TAB PAGE - SETUP MENU (Printing Function)"

  Maintenance menu:
  - Installation of language
  - Backup (Address book)
  - Restore (Address book)
  - Import (Address book)
  - Export (Address book, Department code data)

  📖 P.117 "TopAccess ADMINISTRATION TAB PAGE - MAINTENANCE MENU"

- Managing department codes (Counter tab page)
  The administrator can view all of the registered department codes. The total counter of each code is displayed in the department code list.
  📖 P.137 "MANAGING DEPARTMENT CODES ON TopAccess (FOR ADMINISTRATORS)"

Accessing TopAccess from Your Computer

You can access TopAccess using your computer.

Notes

- If TopAccess does not start on your computer at its first use, see the following pages to check if the TCP/IP protocol and HTTP network service have been correctly set:
  📖 P.35 “TCP/IP Configuration”
  📖 P.44 “HTTP Configuration”
- Since TopAccess requires cookies to store data on your computer, cookies must be set in the web browser on your computer in advance.
- When TopAccess does not work properly, delete the cookies and try again.
- Do not perform the same setting in TopAccess from one computer at the same time using more than one web browser.

Accessing TopAccess

The procedures to access a TopAccess on your computer are shown below. The procedures are explained separately in both the end user mode and the administrator mode.

Note

Do not run more than one TopAccess at a time on your computer.

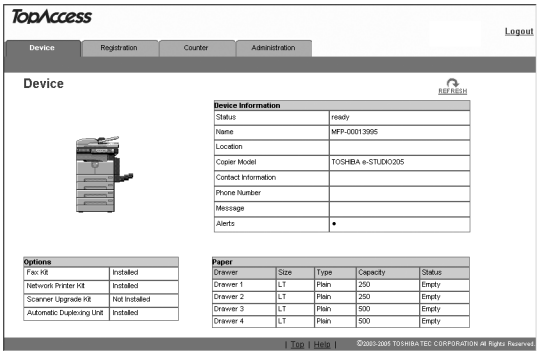
TopAccess access procedure

1 Start the web browser on your computer and enter the URL shown below in the address field.

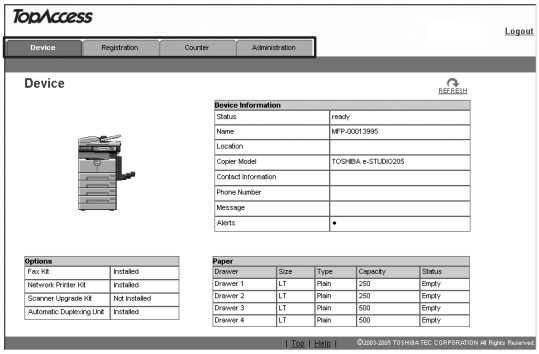
http://<IP Address> or http://<Device Name>

For example
When the IP address of the equipment is “10.10.70.105”:
http://10.10.70.105
When the device name of this equipment is “mfp-00c67861”:
http://mfp-04391122

2 The TopAccess top page for end users is displayed.



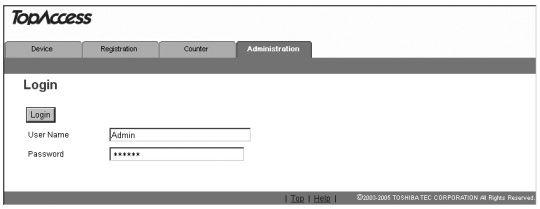
3 Click each tab to display each main page.



The following function tabs are provided:

- Device tab
  The Device tab page is displayed. See the following page for the explanation on the Device tab page:
  📖 P.55 “TopAccess DEVICE TAB PAGE”
- Registration tab
  The Registration tab page is displayed. See the following page for the explanation on the Registration tab page:
  📖 P.59 “TopAccess REGISTRATION TAB PAGE”
- Counter tab
  The Counter tab page is displayed. See the following page for the explanation on the Counter tab page:
  📖 P.77 “TopAccess COUNTER TAB PAGE”
- Administration tab
  The Login page is displayed.
  Proceed to the next step.

4 When you click the Administrator tab, enter the administrator password in the “Password” field. Then click [Login].

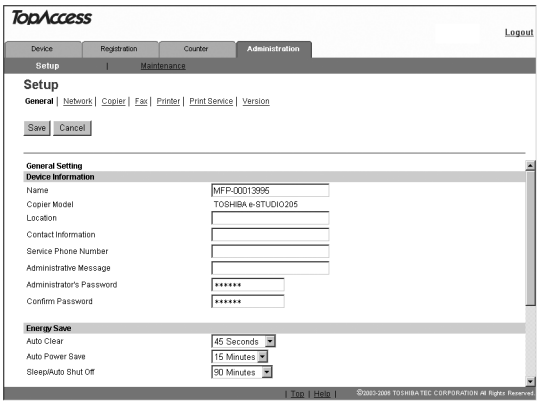


The Setup menu page is displayed.

Notes

- Do not change the login name in the User Name field. It must be always “Admin” to log into the administrator mode.
- The default administrator password is “123456”. The administrator should change the password as required. The changed password should be well managed by the administrator on the administrator’s responsibility.
  See the following page on how to change the password:
  📖 P.83 “Setting up Device Settings”

5 Click the menu name to display the desired page.



The following 2 menus are provided. When you click a menu, the associated menu page is displayed.

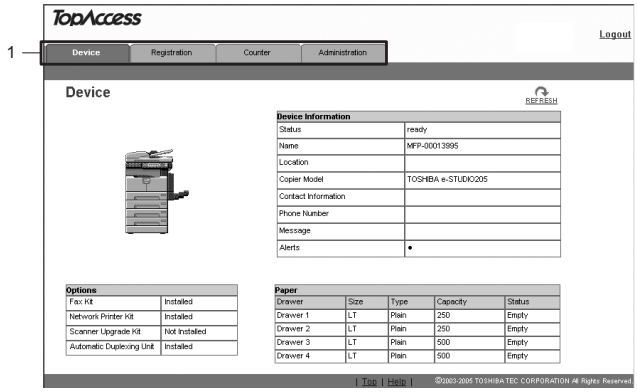
- Setup menu
  The Setup menu page is displayed. See the following page for the explanation on the Setup menu page:
  📖 P.81 “TopAccess ADMINISTRATION TAB PAGE - SETUP MENU (Printing Function)”
- Maintenance menu
  The Maintenance menu page is displayed. See the following page for the explanation on the Maintenance menu page:
  📖 P.117 “TopAccess ADMINISTRATION TAB PAGE - MAINTENANCE MENU”

Tip

To log out of the administrator mode, click the Logout link displayed on the upper right.

TopAccess screen structure

When you access TopAccess, the Device tab page is displayed:



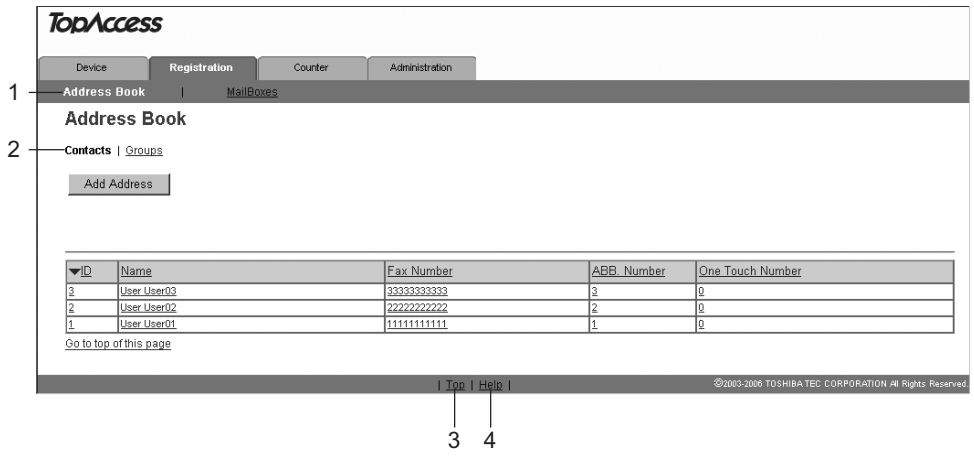
1) Function

This provides access to the main pages of TopAccess for each function. When you click each tab, the corresponding tab page is displayed.

- Device tab
- Registration tab
- Counter tab
- Administration tab

Menu display:

The basic TopAccess menu page contains the following items:



1) Menu bar

This provides access to each menu page under the selected function tab.

2) Submenu bar

This provides access to each submenu page under the selected menu and function tab.

3) Top link

Click this to display the top of the page currently shown.

4) Help link

Click this to display Online Help.

Note

The TopAccess Online Help cannot be displayed in the following browsers.
- Safari 2.0

7

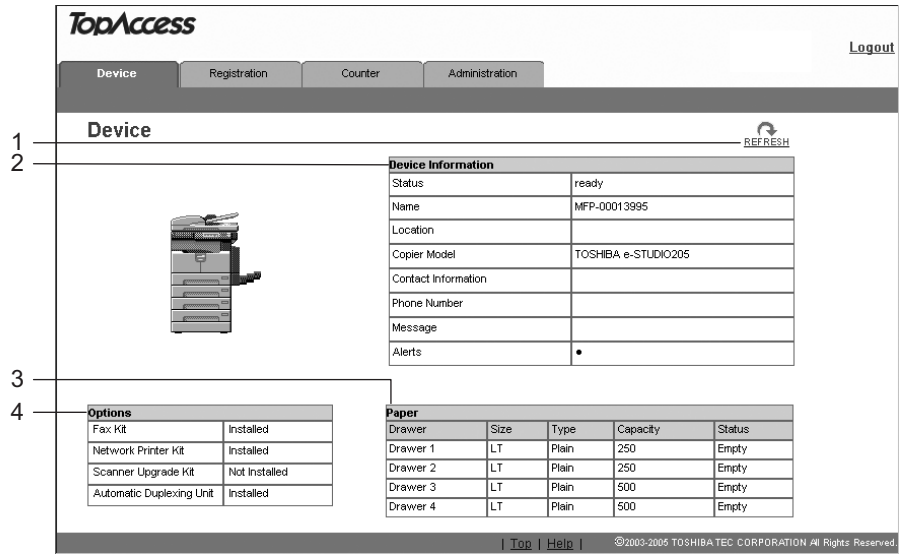
TopAccess DEVICE TAB PAGE

This chapter describes the device information on the Device tab page of TopAccess.

TopAccess Device Tab Page.....56

TopAccess Device Tab Page

When TopAccess opens, the Device tab page is displayed. (The Device tab page is also displayed when you click the Device tab.)



On this page, the following device information is included:

1) REFRESH icon
Refreshes the information on the page.

2) Device Information
The Device Information list shows the following information:
- **Status** — Displays the device status.
- **Name** — Displays the name of this equipment.
- **Location** — Displays the equipment's location.
- **Copier Model**— Displays the model name of this equipment.
- **Contact Information** — Displays the contact name of the person responsible for managing this equipment.
- **Phone Number** — Displays the phone number of the person responsible for managing this equipment.
- **Message** — Displays the administrative message.
- **Alerts** — Displays the alert message. Errors are shown in red and warnings are shown in yellow.

3) Paper
The Paper list shows the drawer status.
- **Drawer** — Lists the installed drawers.
- **Size** — Displays the paper size set in each drawer.
- **Type** — Displays the paper type set in each drawer.
- **Capacity** — Displays the maximum paper capacity that can be set in each drawer.
- **Status** — Displays the paper consumption status in each drawer.

Note

Set the paper size in the drawer on the control panel of the equipment. It cannot be set on TopAccess. See the ***Operator's Manual for Copying Functions*** for details.

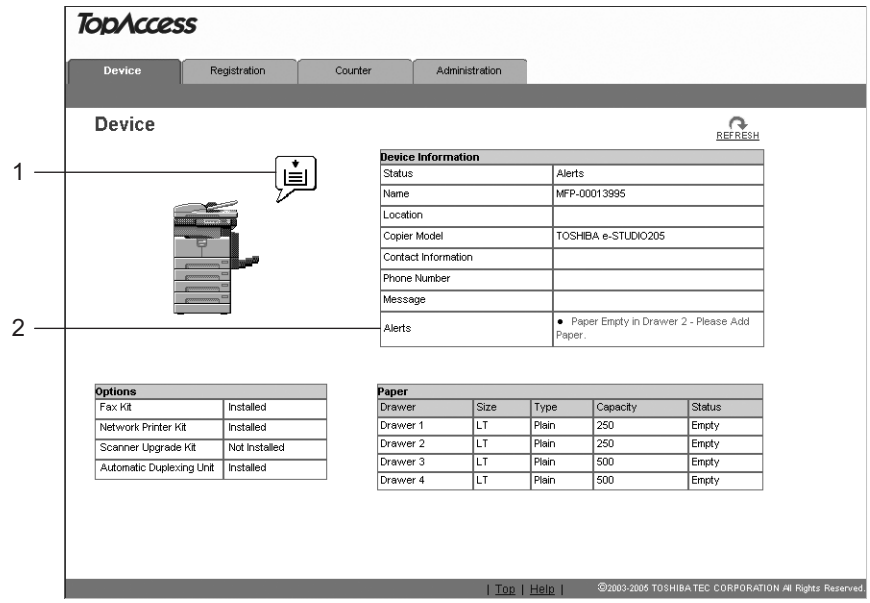
4) Options

The Options list shows the status of options.

- **Fax Kit**— Displays the installation status of the Fax Kit.
- **Network Printer Kit**— Displays the installation status of the Network Printer Kit.
- **Scanner Upgrade Kit**— Displays the installation status of the Scanner Upgrade Kit.
- **Automatic Duplexing Unit**— Displays the installation status of the Automatic Duplexing Unit.

Error display:

If an error occurs, a device status indicator and an error message will be displayed on the Device tab page.



1) Device status indicators

The device status indicators (icons) are displayed here. When more than one error is occurring at the same time, an indicator for the first error is displayed. For the details, see the following page:

📖 P.140 “Device status indicator list”

2) Alerts

The error messages are displayed here. For the details, see the following page:

📖 P.141 “Error message list”

8

TopAccess REGISTRATION TAB PAGE

This chapter describes how to manage the address book and Mailboxes on the TopAccess Registration tab page.

Managing Address Book 60
Managing contacts in the address book 60
Managing groups in the address book 64

Managing Mailboxes 67
Setting up an Open Mailbox 68
Deleting an Open Mailbox 74

Managing Address Book

This equipment comes with the address book feature that enables users to manage who receives fax transmission.
In the Address Book menu page at the Registration tab in TopAccess, you can add, edit, and delete recipient information. You can also create groups that multiple contacts can be assigned.
📖 P.60 “Managing contacts in the address book”
📖 P.64 “Managing groups in the address book”

Tip

Address Book can be also managed using the Control Panel. See the ***Operator’s Manual for Facsimile Functions***.

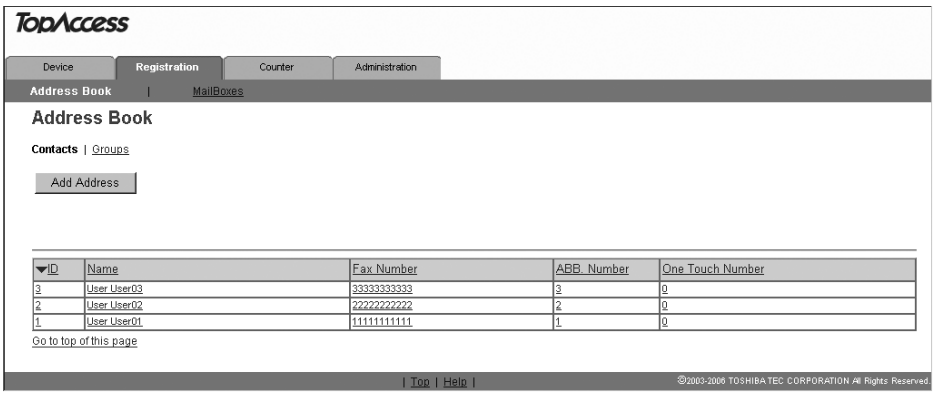
Managing contacts in the address book

You can add or edit a contact by entering recipient information. You can also delete the contact from the Address Book.
📖 P.60 “Adding or editing a contact”
📖 P.63 “Deleting a contact”

Adding or editing a contact

1 Click the Registration tab and the Address Book menu.
The Address Book menu page is displayed.

2 Click [Add Address] to add new contact, or click the contact link that you want to edit in the contacts list.

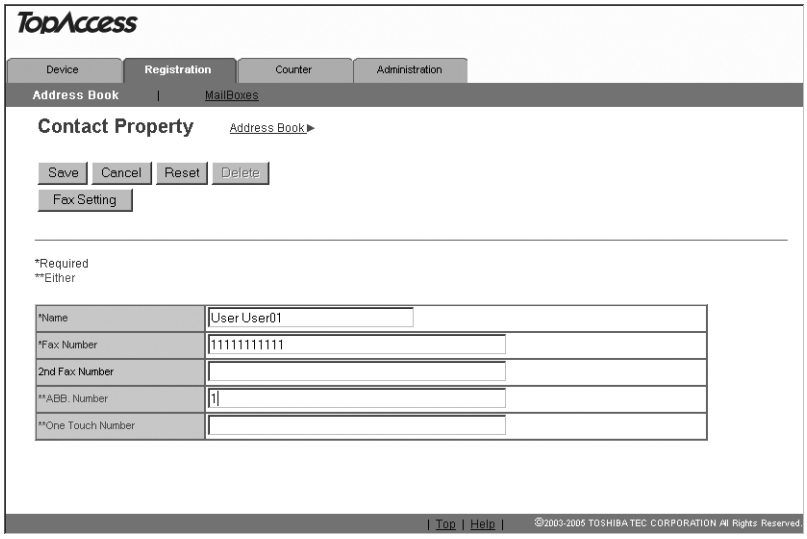


The Contact Properties page is displayed.

Note

When a telephone number with a PIN code (charge code) is registered on an abbreviated number or a one touch dial number from this equipment, the PIN code is displayed in "$". On the TopAccess screens the PIN code is displayed as it is.

3 Enter following items to specify the recipient information.



Name — Enter the name of the recipient. You can enter up to 20 letters.
Fax Number — Enter the fax number of the recipient. You can enter up to 128 letters. (“Space” and parentheses “ (” or “) ” cannot be used.)
2nd Fax Number — Enter the 2nd fax number of the recipient. You can enter up to 128 letters. (“Space” and parentheses “ (” or “) ” cannot be used.)
“2nd Fax Number” is an alternative Fax number used when communication cannot be made by redialing the Fax number entered in “Fax Number”.
ABB Number — Key in the abbreviated number of the recipient. (Up to 300 abbreviation numbers. You can specify a different number between 1 to 999.)
One Touch Number — Key in the one-touch number of the recipient. (Up to 75 different numbers.)

Notes

- To register contact information, you must enter both “Name” and “Fax Number”. Also you must key in either of “ABB. Number” or “One Touch Number”.
- Usually, enter the Fax number in “Fax Number” and “2nd Fax Number” without a hyphen (-). If a hyphen is entered, a pause is set making a dial gap of approx. 3 sec.
- For “ABB Number” and "One Touch Number”, if "One Touch Number” is registered first, “ABB Number” cannot be added afterward.
- For Fax transmission of originals, the Fax Kit (optional) is necessary. Without this kit, Fax transmission cannot be made even if Fax numbers are set.

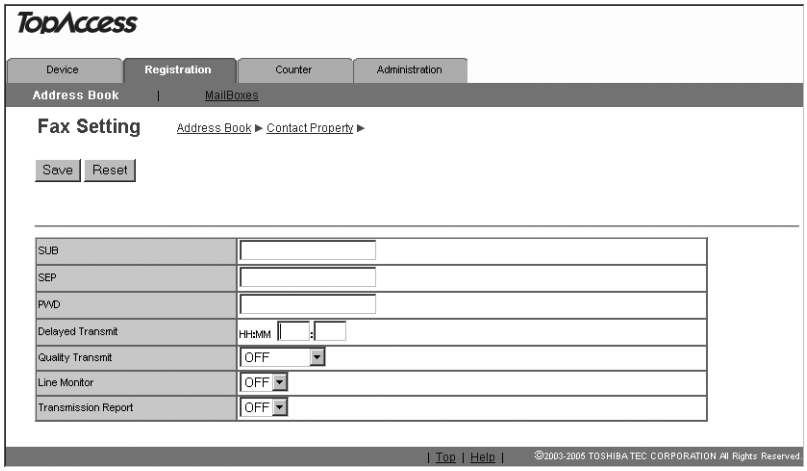
Tips

- You can clear the entered values in each field by clicking [Reset].
- You can cancel adding or editing a contact by clicking [Cancel].

4 Click [Fax Setting].

The Fax Settings page is displayed.

5 Enter following items according to the capabilities of recipient facsimile, and click [Save].

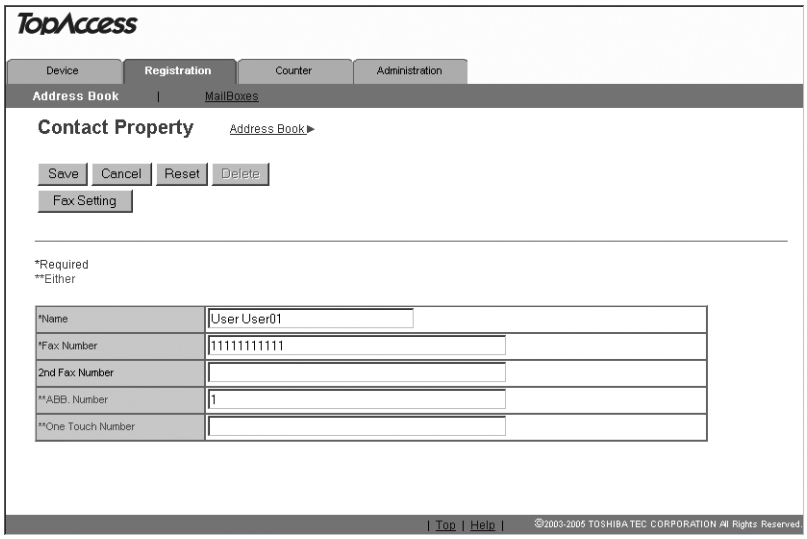


SUB — Enter the mailbox number if you want to send originals to the mailbox in the recipient facsimile. You can enter up to 20 letters including numbers and #, *.
SEP — Enter the mailbox number if you want to retrieve a document from the mailbox in the recipient facsimile. You can enter up to 20 letters including numbers and #, *.
PWD — Enter the password to retrieve a document from the mailbox in the recipient facsimile. You can enter up to 20 letters including numbers and #, *.
Delayed Transmit — You can specify the time (00:00 to 23:59) to transmit documents.
Quality Transmit — Select if you want to send documents in the Quality TX mode. This feature sends documents at a slower speed than a normal so that the transmission will be less affected by line condition. Select the value from 4800/9600/14400bps. The smaller the value is, the slower the speed becomes.
Line Monitor — Selects whether to monitor a tone of the line with the speaker.
Transmission Report — Selects whether to print the transmission report after completion of the fax transmission.

Tip

If you want to clear the fax settings of the contact, click [Reset].

6 In the Contact Properties page, click [Save] to add new contact.



Tip

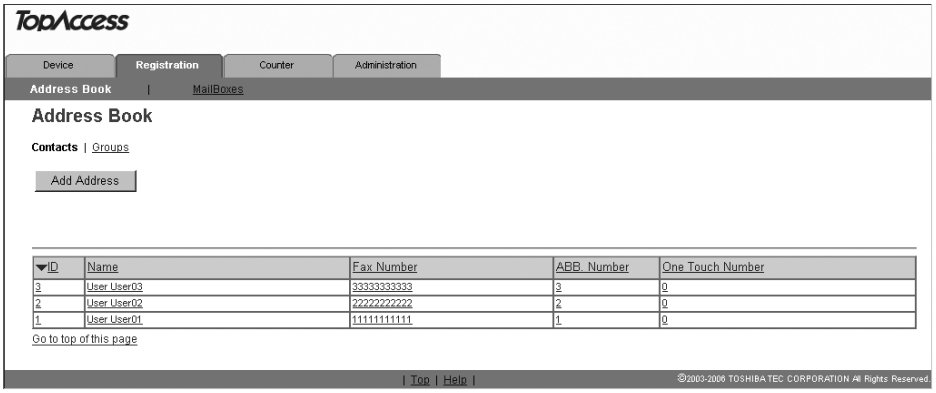
A message notifying you that an abbreviated number or a one touch number you keyed in is already registered may be displayed. In this case, click [Return] and key in the correct number.

Deleting a contact

1 Click the Registration tab and the Address Book menu.

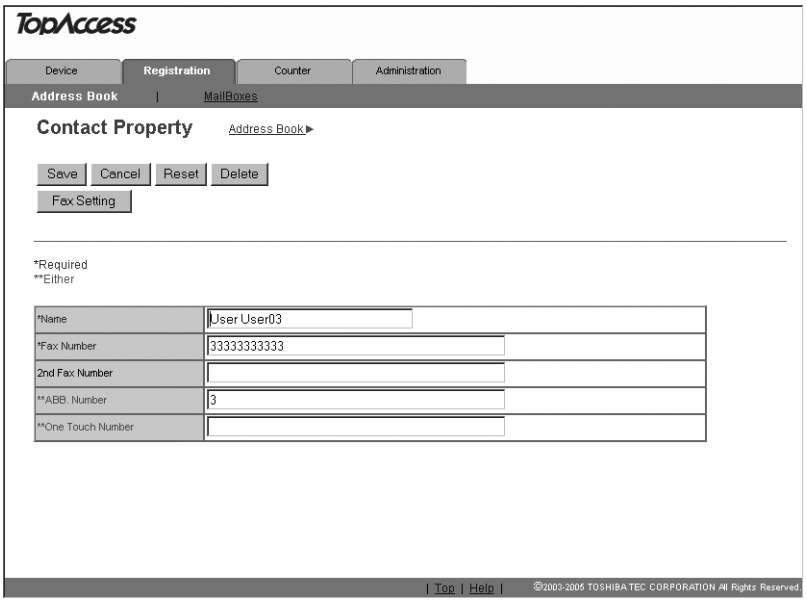
The Address Book menu page is displayed.

2 Click the link that you want to delete in the contacts list.



The Contact Properties page is displayed.

3 **Click [Delete].**



The contact is deleted from the Address Book.

Managing groups in the address book

You can create groups that contain the multiple recipients. This enables you to specify the groups for the destinations instead of specifying each recipient separately when operating fax transmission. You can also delete groups.

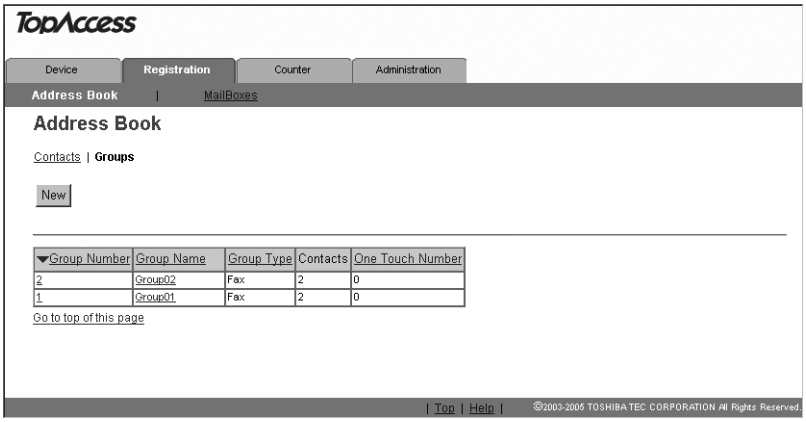
📖 P.64 “Adding or editing a group”
📖 P.66 “Deleting a group”

Adding or editing a group

1 **Click the Registration tab and the Address Book menu.**
The Address Book menu page is displayed.

2 **Click the Group submenu.**
The Group submenu page is displayed.

3 Click [New] to add new group, or click the group link that you want to edit in the groups list.


TopAccess
Device
Registration
Counter
Administration
Address Book | MailBoxes
Address Book
Contacts | Groups
New
Group Number | Group Name | Group Type | Contacts | One Touch Number
2 | Group02 | Fax | 2 | 0
1 | Group01 | Fax | 2 | 0
Go to top of this page
| Top | Help |
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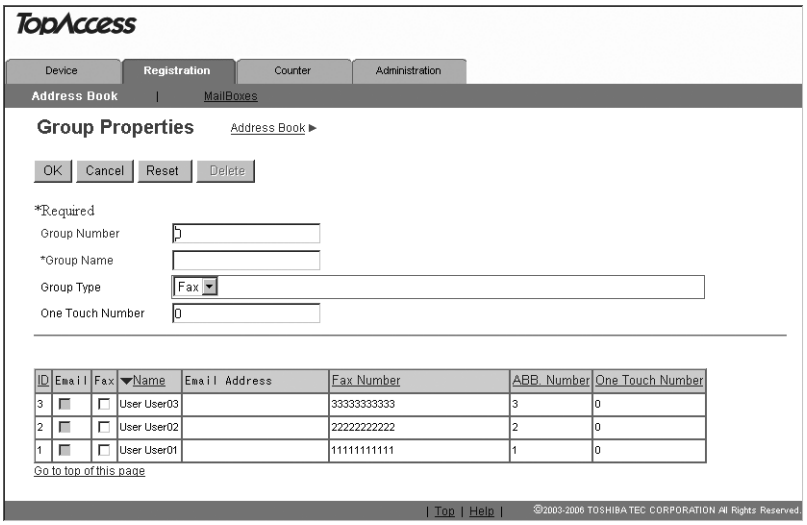
The Group Properties page is displayed.

4 Enter following items to specify the group properties.



Group Number — Enter the group number.
Group Name — Enter the group name.
Group Type — Select “Fax”. (You can select only “Fax”.)
One Touch Number — Key in the one-touch number of the group. (Up to 75 different numbers.)

Tips

- You can clear the entered values in each field by clicking [Reset].
- You can cancel adding or editing a group by clicking [Cancel].

5 Check the Fax boxes of users to add the Fax recipients.

6 Click [OK].

The group is created.

Tip

A message notifying you that a one touch number you keyed in is already registered may be displayed. In this case, click [Return] and key in the correct number.

Deleting a group

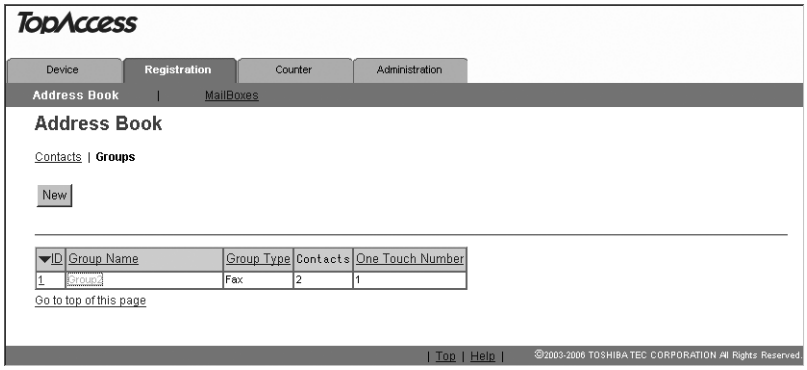
1 Click the Registration tab and the Address Book menu.

The Address Book menu page is displayed.

2 Click the Group submenu.

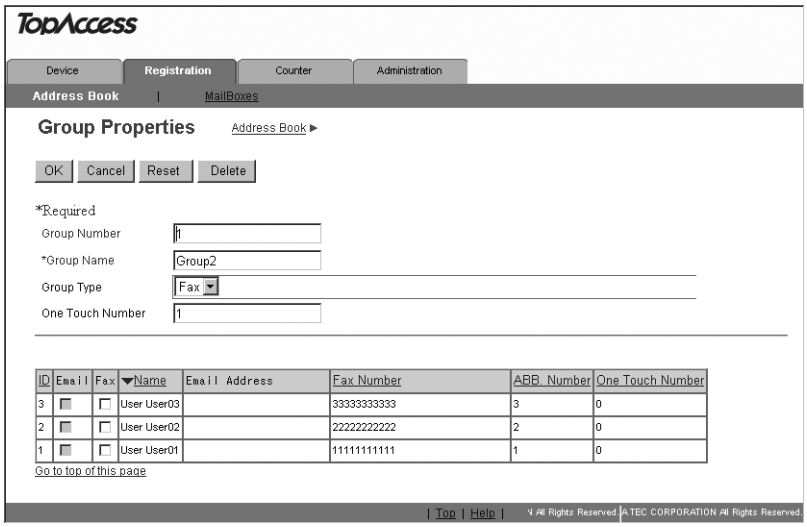
The Group submenu page is displayed.

3 Click the group link that you want to delete in the groups list.



The Group Properties page is displayed.

4 Click [Delete].



Selected group is deleted.

Managing Mailboxes

This equipment supports the ITU-T compatible mailboxes that allow storage and retrieval of documents via mailboxes that are already set up in a mailbox hub.
Using TopAccess, you can set up, edit, and delete mailboxes on this equipment.

The following three types of Mailboxes are available:

Confidential Mailbox
The Confidential Box allows a one-time document retrieval from the mailbox. Once a document is retrieved, it is cleared. If a new document is sent to the same box number where another document is stored, it is added to the existing box. You can also set up a password requirement for accessing the Confidential Box for document retrieval, to prevent unauthorized retrieval of documents.

Bulletin Board mailbox
The Bulletin Board Box allows multiple document retrievals from the same mailbox. Once a document is retrieved, it is not cleared. If a new document is sent to the same Box, it replaces the existing one. You can set up a password requirement for accessing the Bulletin Board Box for document reservation.

Forward Mailbox
The Forward mailbox allows you to transmit a received Fax to various destinations, using the following agent:

Internet/Fax (Relay) Agent
When a document has been sent to a mailbox, this equipment can call up the remote Fax via the public switched telephone network according to the destinations registered in the mailbox. After the relay transmission, the transmission result list will be sent to the specified remote Fax. It is also possible to set up a password requirement.

Notes

- Mailboxes can be managed only when the optional Fax Kit (optional) is installed.
- Sending and storage of documents to a mailbox hub and retrieval of documents from a mailbox hub is possible only on an ITU-T compliant facsimile. Only ITU-T compliant facsimiles can be used as Mailbox hubs. This equipment is provided with mailbox hub functions.

Tip

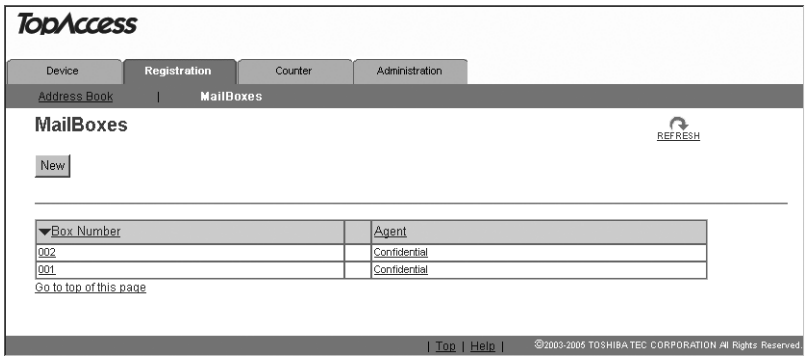
Mailboxes can be managed using the control panel of this equipment. See the ***Operator's Manual for Facsimile Functions***.

Setting up an Open Mailbox

To carry out ITU-T communications, you must first set up an Open Mailbox in the mailbox hub. You can set up a maximum of 100 mailboxes.

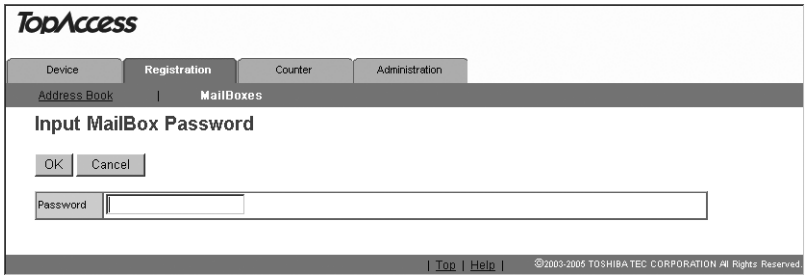
1 **Click the Registration tab and the MailBoxes menu.**
The Mailboxes menu page is displayed.

2 **Click [New] to set up new mailbox, or click the box number link that you want to edit in the mailboxes list.**

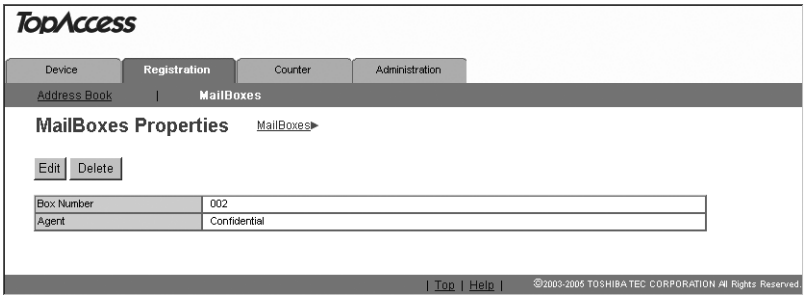


- If you click [New], skip to step 5.
- If you click the box number link that is not protected by a password, skip to step 4.
- If you click the box number link that is protected by a password, go to the next step.

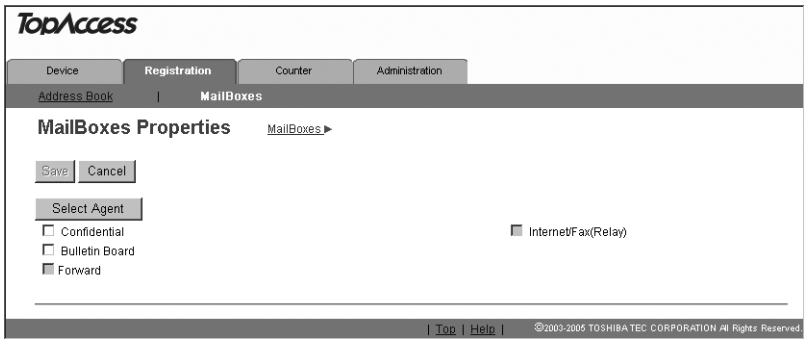
3 **Enter the password for the mailbox and click [OK].**



4 **Click [Edit].**



5 Select agents and click [Select Agent].



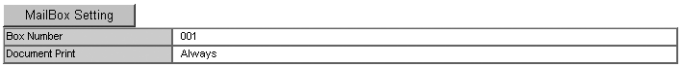
Confidential — Select this to create a Confidential mailbox.
Bulletin Board — Select this to create a Bulletin Board mailbox.
Forward — Select this to create a relay station mailbox.
Internet/Fax(Relay) — Select this to create a Forward mailbox of Fax (Relay) agent.

Note

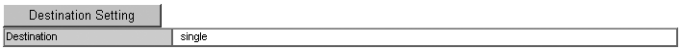
The “Internet/Fax (Relay)” will be selected automatically when “Forward” is selected.

6 Click the button of each item to set the mailbox properties.

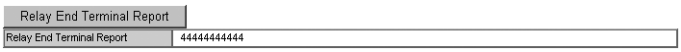
[MailBox Setting] — Click this to specify the mailbox settings.
P.70 “MailBox setting”



[Destination Setting] — Click this to specify the destinations to be sent. This can be set only when creating the Fax(Relay) agent.
P.71 “Destination setting (Mailbox)”



[Relay End Terminal Report] — Click this to specify where the transmission result list will be sent. This can be set only when creating the Fax(Relay) agent.
P.73 “Relay end terminal report”

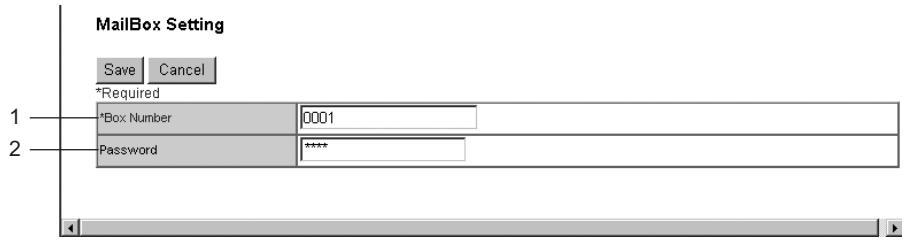


7 After configuring the desired mailbox properties, click [Save].

The mailbox properties are registered.

MailBox setting

In the MailBox Setting page, specify the box number and password.

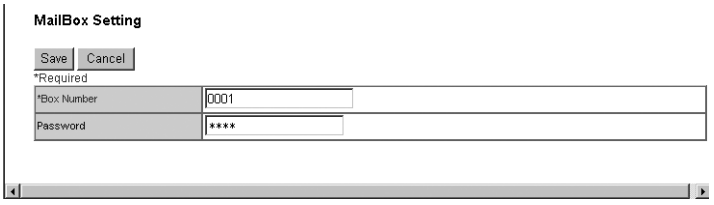


1) Box Number
Enter the box number of the mailbox. You can enter up to 20 letters (numbers only).

2) Password
Enter the box password if you want to protect the mailbox by the password. You can enter up to 20 letters including numbers, sharp marks (#), and asterisks (*).

1 Click [Mailbox Setting] to open the Mailbox Setting page.

2 Enter the box number. (Enter the box password as required.)



3 Click [Save].
Mailbox setting is made.

Destination setting (Mailbox)

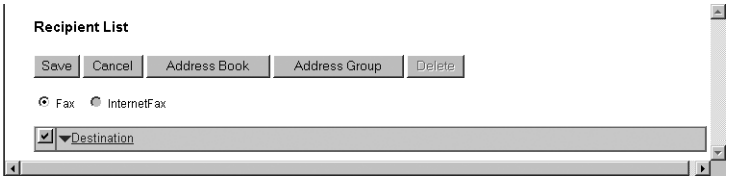
In the Recipient List page, you can specify the destinations of the IFax (Relay).
You can specify the recipients by selecting recipients from the address book or by selecting recipient groups from the address book.

Selecting the recipients from the address book

By this method, you can select recipients from the address book in this equipment.

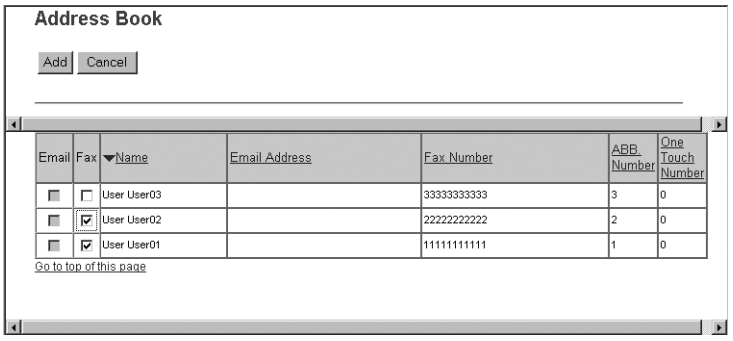
1 Click [Destination Setting] to open the Recipient List page.

2 Click [Address Book].



The Address Book page is displayed.

3 Check the Fax recipients, and check the Fax boxes of users you want to add as the Fax recipients.



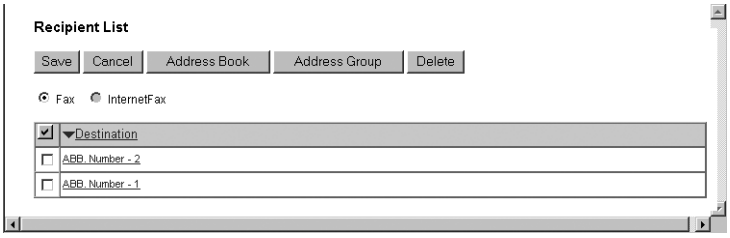
4 Click [ADD].

Selected recipients are added in the Recipient List page.

Tip

You can remove the contacts that you added in the recipient list before submitting the destination settings.
P.73 “Removing the contacts from the recipient list”

5 Click [Save].



The contacts are added as the destinations.

Selecting the groups from the address book

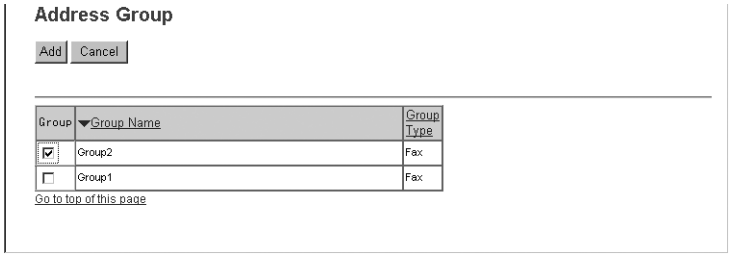
By this method, you can select groups from the address book.

1 Click [Destination Setting] to open the Recipient List page.

2 Click [Address Group].

The Address Group page is displayed.

3 Check the Group boxes that contains the desired recipients.



4 Click [ADD].

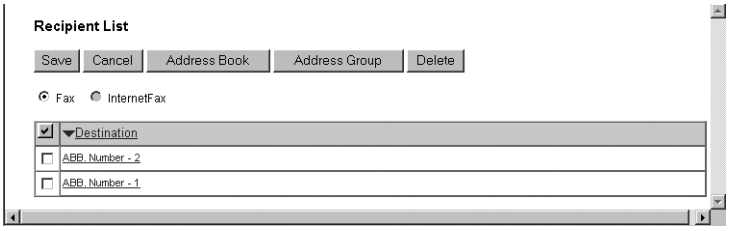
All recipients in the selected groups are added in the Recipient List page.

Tip

You can remove the contacts that you added in the recipient list before submitting the destination settings.

P.73 “Removing the contacts from the recipient list”

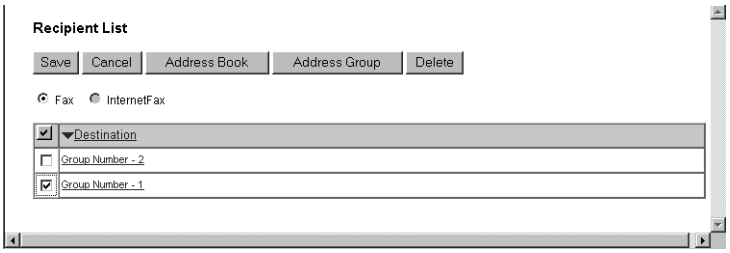
5 Click [Save].



The contacts are added as the destinations.

Removing the contacts from the recipient list

1 Check the check boxes of the contacts that you want to remove from the recipient list, and click [Delete].



The selected contacts are removed from the recipient list.

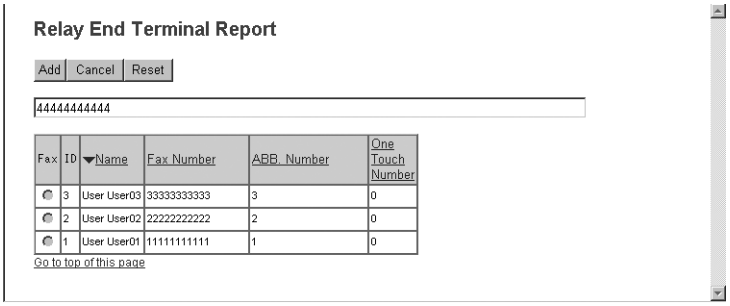
Relay end terminal report

In the Relay End Terminal Report page, you can specify a recipient that the transmission result list will be sent.

1 Click [Relay End Terminal Report].

The Relay End Terminal Report page is displayed.

2 Enter the fax number, or select Fax option button of a user that you want to send the transmission result list.



Tip

You can clear the selected option button by clicking [Reset].

Note

You cannot specify more than 1 recipient for the destination of the Relay End Terminal Report.

3 Click [Add].

The selected recipient is set for the transmission result list destination.

Deleting an Open Mailbox

You can delete an existing Open Mailbox from TopAccess.

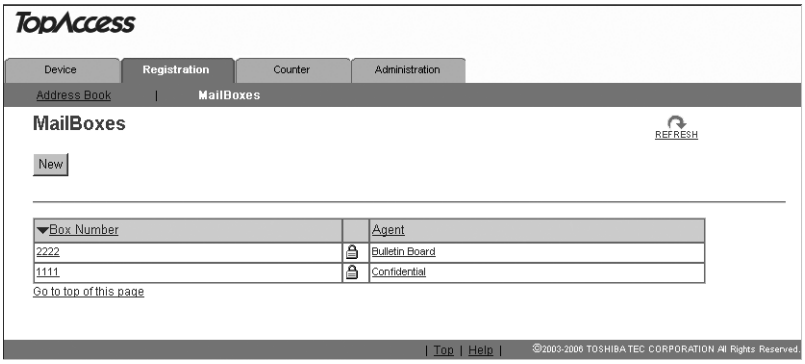
Note

If you want to delete an Open Mailbox, the document must first be retrieved, printed, or canceled from the Open Mailbox.

1 Click the Registration tab and the MailBoxes menu.

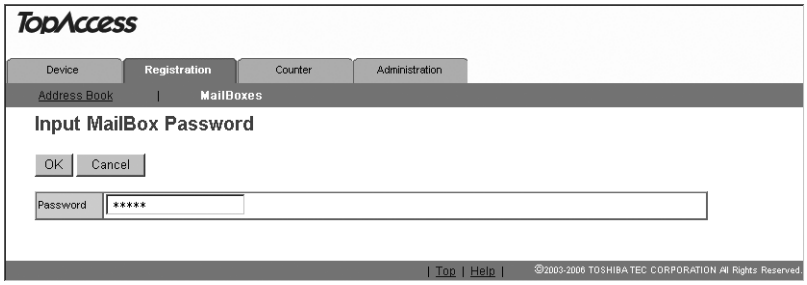
The MailBoxes menu page is displayed.

2 Click the box number link that you want to delete in the mailboxes list.



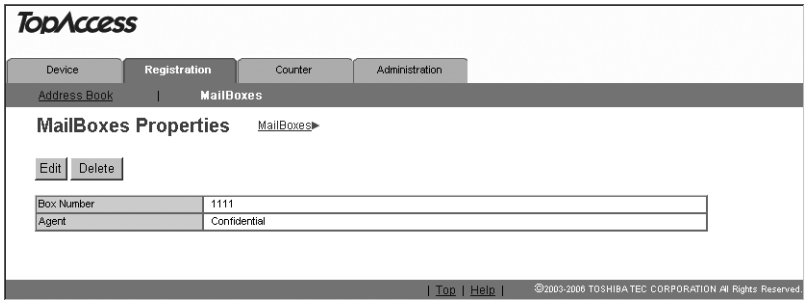
- If you click the box number link that is not protected by a password, skip to step 4.
- If you click the box number link that is protected by a password, go to the next step.

3 Enter the password for the mailbox and click [OK].



The MailBoxes Properties page is displayed.

4 Click [Delete].



The confirmation dialog box appears.

5 **Click [OK].**

Selected mailbox is deleted.

9

TopAccess COUNTER TAB PAGE

This chapter describes how to display total counters on the TopAccess Counter tab page.

Viewing Counters.....78
Displaying the total counter.....78
Displaying the department counter.....79

Viewing Counters

This equipment maintains a set of counters that keep track of the number of pages printed, copied and scanned. These statistics can be displayed in totals or broken down by department. This topic describes how to display the statistics and manage the department counters.

📖 P.78 “Displaying the total counter”
📖 P.79 “Displaying the department counter”

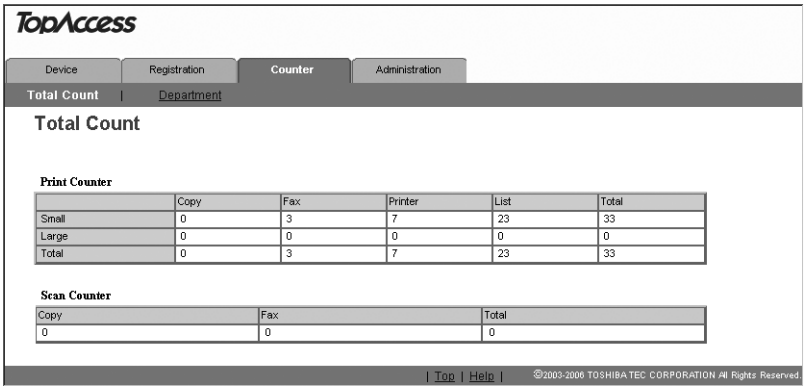
Displaying the total counter

In the Total Counter menu page, you can display the total counter information for each copy/print counter of small paper and copy/print counter of large paper.

1 Click the Counters tab and the Total Count menu.

The Total Count menu page is displayed.

2 You can check the total counter in this page.



The shown above is the details of the values of the print counter and the scan counter. Note that these values are unresettable.

Print Counter

Copy: Displays the number of pages printed with copying operations.
Fax: Displays the number of pages printed with the reception of fax data.
Printer: Displays the number of pages printed with the receptions of the InternetFax or printing operations.
List: Displays the number of list pages printed.
Total: Displays the total number of pages printed.

Scan Counter

Copy: Displays the number of pages scanned with copying operations.
Fax: Displays the number of pages scanned with the transmissions of fax data.
Total: Displays the total number of pages scanned.

Displaying the department counter

In the Department menu page, you can display the counter information of a specific department. If you want to display the department counter, you must enter the department code.

Note

Displaying the department counter is available only when a department code is set by using this equipment.

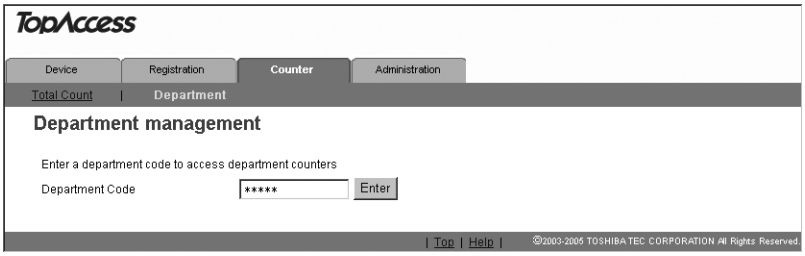
Tip

The administrator can view all departments including respective counter information.
📖 P.138 “Managing Department Codes (For Administrators)”

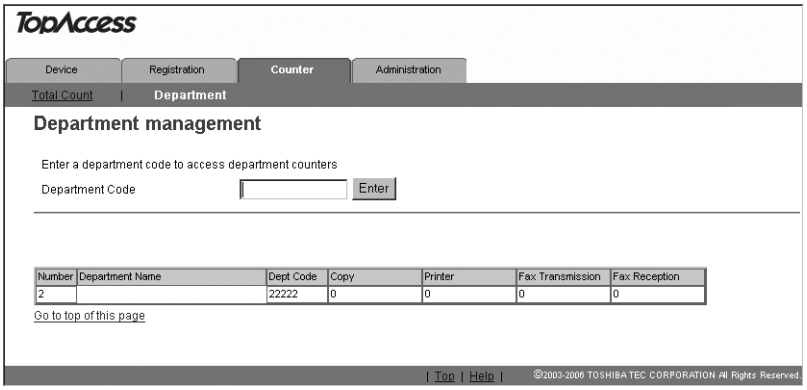
1 Click the Counters tab and the Department menu.

The Department menu page is displayed.

2 Enter a department code that you want to display the counter in the “Department Code” field and click [Enter].



The department counter for specified department is displayed.



10

TopAccess ADMINISTRATION TAB PAGE - SETUP MENU (Printing Function)

This chapter describes the various items set by the TopAccess administrator.

Setting up Device Settings 83
- Setting up the device information 84
- Setting up the energy save 85
- Setting up the time and date 85
- Setting up the Web general setting 85

Setting up Network Settings (Printing Function) 86
- Setting up the TCP/IP 88
- Setting up the IPX/SPX 89
- Setting up the AppleTalk 89
- Setting up the Bonjour 90
- Setting up the DNS session 91
- Setting up the DDNS session 92
- Setting up the NetWare session 93
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Setting up Device Settings

In the General submenu page in the Setup menu, an administrator can configure the general settings such as Device Information, Energy Save, Date and Time, and Web General Setting.

Note

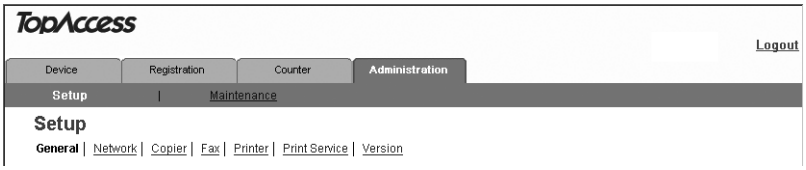
Some settings may not apply to the LCD of this equipment as soon as you save the settings. The settings will be updated by pressing the [FUNCTION CLEAR] button on the Control Panel or after an Auto Clear time period.

Setting the device settings

1 Access TopAccess in the administrator mode.

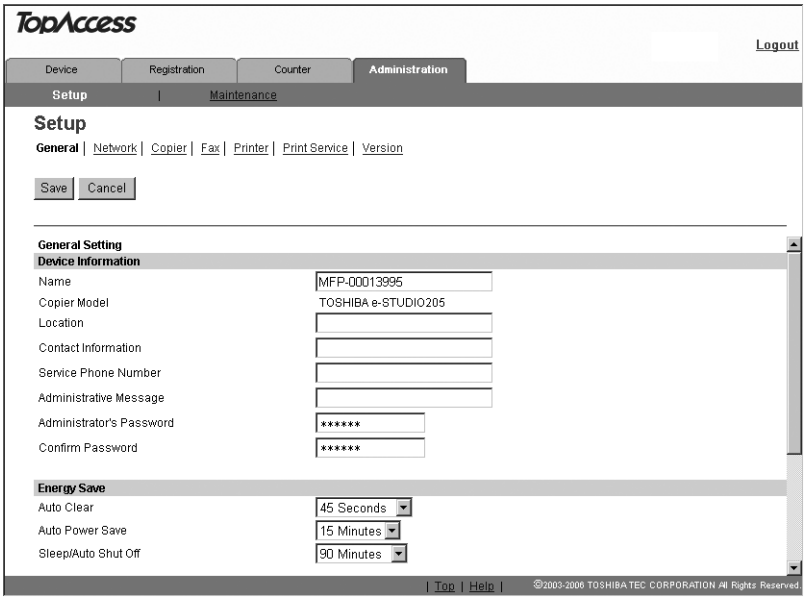
P.50 “Accessing TopAccess”

2 Click the Setup menu and General submenu.



The General submenu page is displayed.

3 In the General submenu page, set the device settings as required.



In the General submenu page, you can set the following:

P.84 “Setting up the device information”
P.85 “Setting up the energy save”
P.85 “Setting up the time and date”
P.85 “Setting up the Web general setting”

4 **Click [Save].**

The confirmation dialog box appears.

Note

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings before saving the changes.

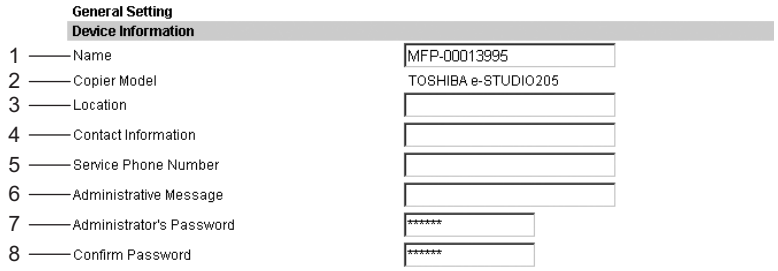
5 **Click [OK] to apply the changes.**

Note

When using the Internet Explorer, the settings that are displayed in each field may not be changed even if you change the settings and click [Save]. However, the settings have been changed in the equipment. In that case, click the General submenu then the page displays the current settings in each field.

Setting up the device information

You can set the device information displayed in the Device tab page.



1) **Name**
This displays the equipment's device name.

2) **Copier Model**
This displays the equipment's model name.

3) **Location**
Enter the name of the department or site. This is displayed in the Device tab page that appears first when accessing the TopAccess web site for users.

4) **Contact Information**
Enter the name or title of the contact person for this equipment. This is displayed in the Device tab page that appears first when accessing the TopAccess web site for users.

5) **Service Phone Number**
Enter the phone number for service on this equipment. This is displayed in the Device tab page that appears first when accessing the TopAccess web site for users.

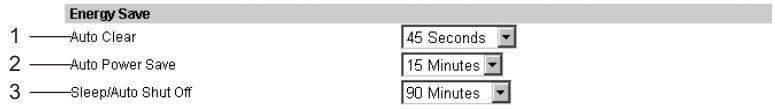
6) **Administrative Message**
Enter the message about this equipment for all users to read. This is displayed in the Device tab page that appears first when accessing the TopAccess web site for users.

7) **Administrator's Password**
If you want to change the administrator's password used to log in functions from the TopAccess, enter a new password. You can enter alphanumeric letters of 6 or more and 10 or less for the administrator's password. You cannot leave this field blank.

8) **Confirm Password**
Enter a new password that you entered in the "Administrator's password" field.

Setting up the energy save

You can set the time to enter the Auto Clear, Auto Power Save and Auto Power Off mode.



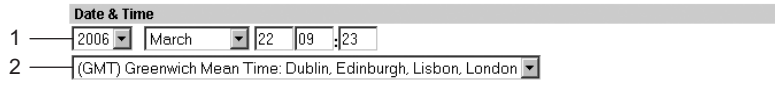
1) **Auto Clear**
Select how long this equipment can remain inactive before the LCD of this equipment automatically returns to the default display and settings.

2) **Auto Power Save**
Select how long this equipment can remain inactive before entering the power save mode.

3) **Sleep/Auto Shut Off**
Select how long this equipment can remain inactive before entering the sleep mode or auto shut off mode.

Setting up the time and date

You can set the date, time, time zone, and date format.



1) **Date/Time**
To adjust the date, select year in the first field, select month in the second field, and enter date in the third field.
To adjust the time, enter hour in the fourth field, and enter time in the fifth field.

2) **Time Zone**
Select the time zone where this equipment is located.

Setting up the Web general setting

You can set the session timer to automatically log out from the administrator mode.

1) **Session Timer**
Enter how long you want this equipment to preserve the session data of TopAccess. You can enter any integer between 5 to 999.

Setting up Network Settings (Printing Function)

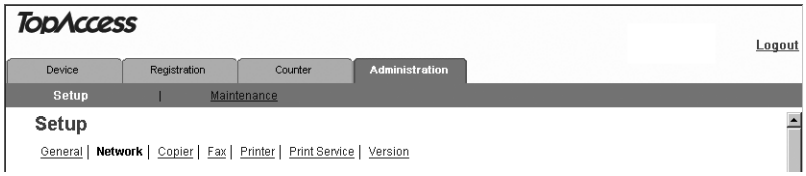
In the Network submenu page in the Setup menu, an administrator can configure the network settings such as TCP/IP, IPX/SPX, AppleTalk, Bonjour, DNS Session, DDNS Session, NetWare Session, HTTP Network Service, and SNMP Network Service.

Setting the network settings

1 Access TopAccess in the administrator mode.

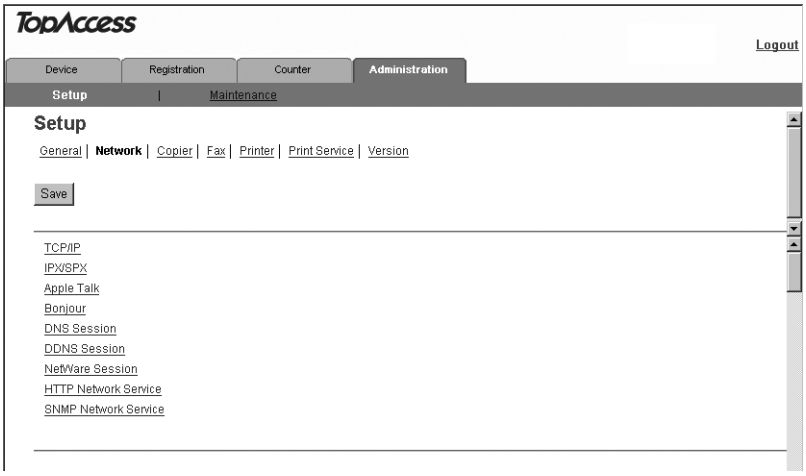
P.50 “Accessing TopAccess”

2 Click the Setup menu and Network submenu.



The Network submenu page is displayed.

3 In the Network submenu page, click link or scroll the page to find the setting table, and click the button of the setting to set the network settings as required.



In the Network submenu page, you can set the following:

P.88 “Setting up the TCP/IP”
P.89 “Setting up the IPX/SPX”
P.89 “Setting up the AppleTalk”
P.90 “Setting up the Bonjour”
P.91 “Setting up the DNS session”
P.92 “Setting up the DDNS session”
P.93 “Setting up the NetWare session”
P.94 “Setting up the HTTP network service”
P.95 “Setting up the SNMP network service”

4 Click [OK].

The confirmation dialog box appears.

Note

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings before saving the changes.

5 Click [OK] to save the settings and close the sub window.

6 Click [Save].

The confirmation dialog box appears.

7 Click [OK] to apply the changes.

Microsoft Internet Explorer
When this configuration is changed, the network connection will be disconnected. Would you like to continue?
OK
Cancel

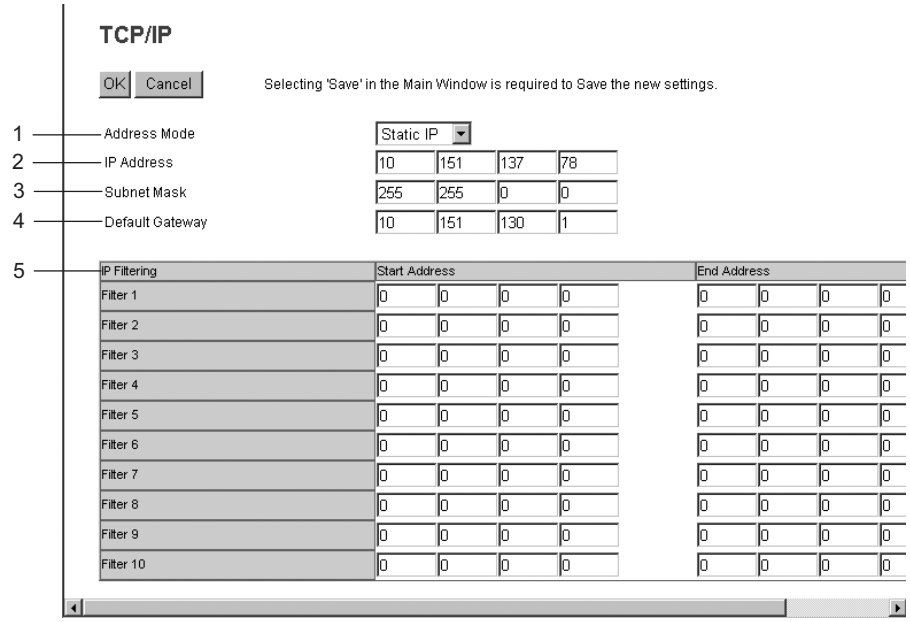
This equipment starts initializing the NIC (Network Interface Card) to apply the changes.

Note

When using the Internet Explorer, the settings that are displayed in each field may not be changed even if you change the settings and click [Save]. However, the settings have been changed in the equipment. In that case, click the General submenu then the page displays the current settings in each field.

Setting up the TCP/IP

You can set the TCP/IP protocol to enable communication over TCP/IP. The TCP/IP must be configured to enable TopAccess, Raw TCP or LPR printing, and IPP printing.



1) Address Mode

Select how to set the IP address.

- **Static IP** — Select this to assign the static IP address manually. When this is selected, enter the static IP address in the IP Address field.
- **No AutoIP** — Select this to assign the IP address using the DHCP with Auto-IP addressing disabled. When this is selected, the IP address, subnet mask and default gateway can be automatically obtained from the DHCP server if the network supports the DHCP, but the IP address will not be assigned if the network does not support the DHCP.
- **Dynamic** — Select this to assign the IP address using the DHCP with Auto-IP addressing enabled. When this is selected, the IP address, subnet mask and default gateway can be automatically obtained from the DHCP server if the network supports the DHCP, and the IP address can be also assigned using Auto-IP addressing even if the network does not support the DHCP.

2) IP Address

Enter the static IP address that is assigned to this equipment when “Static IP” is selected in the “Address Mode” drop down box.

3) Subnet mask

Enter the subnet mask if required when “Static IP” is selected in the “Address Mode” drop down box.

4) Default Gateway

Enter the gateway address if required when “Static IP” is selected in the “Address Mode” drop down box.

5) IP Filtering

When you want to set the IP filtering, specify the range of IP addresses in the Start Address and End Address fields.

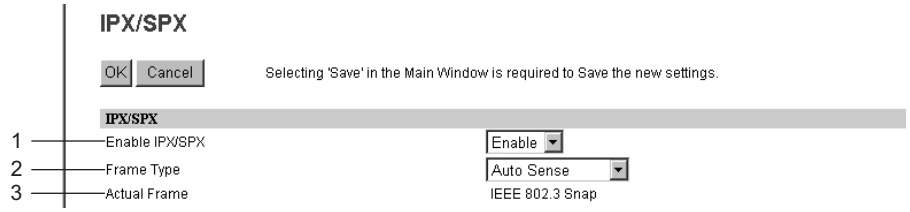
When you specify the range of IP addresses, only the client that the specified IP address range is assigned can access the equipment.

Setting up the IPX/SPX

You can set the IPX/SPX protocol to enable the communication over IPX/SPX.

Note

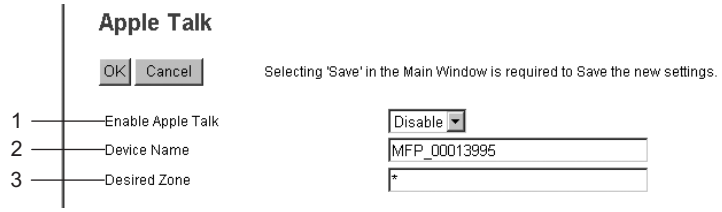
The IPX/SPX must be configured to enable Novell printing with NetWare server 5.1/6.0/6.5 over IPX/SPX.



1) **Enable IPX/SPX**
   Select whether the IPX/SPX protocol is enabled or disabled. Please enable this when configuring Novell printing over the IPX/SPX network.
2) **Frame Type**
   Select the desired frame type for IPX/SPX.
   - **Auto Sense** — Select this to use an appropriate frame type that the equipment found first.
   - **IEEE 802.3/Ethernet II/IEEE 802.3 Snap/IEEE802.2** — Instead of “Auto Sense”, select the frame types to be used from these options.
3) **Actual Frame**
   This displays the actual frame type of the equipment.

Setting up the AppleTalk

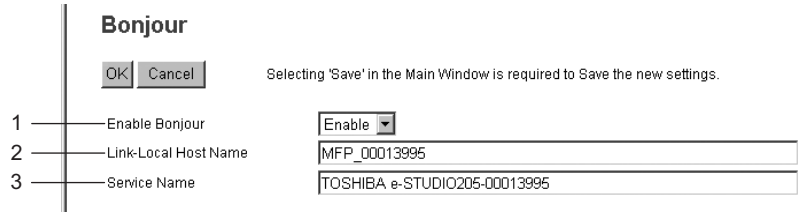
You can set the protocol to enable communication over AppleTalk. The AppleTalk must be configured to enable AppleTalk printing from Macintosh computers.



1) **Enable Apple Talk**
   Select whether the AppleTalk protocol is enabled or disabled. Please enable this when configuring AppleTalk printing.
2) **Device Name**
   Enter the device name of the equipment that will be displayed in the AppleTalk network.
3) **Desired Zone**
   Enter the zone name where the equipment will connect — if required. If you leave an asterisk in this field, the equipment will connect to the default zone.

Setting up the Bonjour

In Bonjour, you can enable or disable the Bonjour networking that is available for Mac OS X 10.3.x/10.4.x.



1) Enable Bonjour
Select whether the Bonjour is enabled or disabled.

2) Link-Local Host Name
Enter the DNS host name of this equipment.

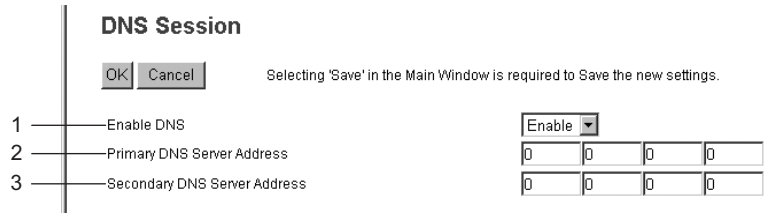
3) Service Name
Enter the device name of this equipment that will be displayed in the Bonjour network.

Setting up the DNS session

In DNS Session, you can specify the DNS server to enable the FQDN (Fully Qualified Domain Name) rather than the IP address on specifying each server address.

Tip

When the DNS service is enabled and the DNS server supports the dynamic DNS service, please set the DDNS Session as well.
P.92 “Setting up the DDNS session”



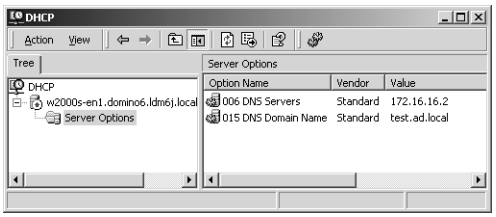
1) **Enable DNS**
   Select whether the DNS server is used or not.
2) **Primary DNS Server Address**
   Specify the IP address of the primary DNS server when the DNS service is enabled.
3) **Secondary DNS Server Address**
   Specify the IP address of the secondary DNS server when the DNS service is enabled, as you require.

Setting up the DDNS session

In DDNS Session, you can enable the Dynamic DNS service if the DNS server supports the dynamic DNS.

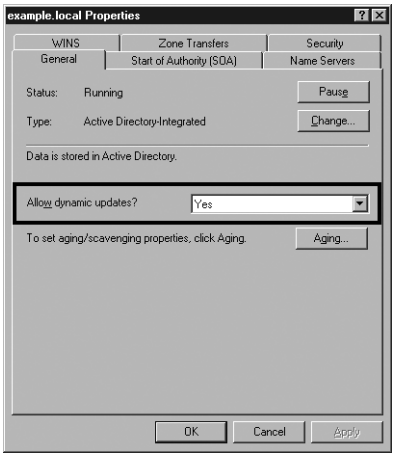
Notes

- When using DDNS and the IP address is assigned using DHCP, enter “006 DNS Servers” and “015 DNS Domain Name” in the DHCP Client to register the A record and PTR record of the equipment automatically using DDNS.

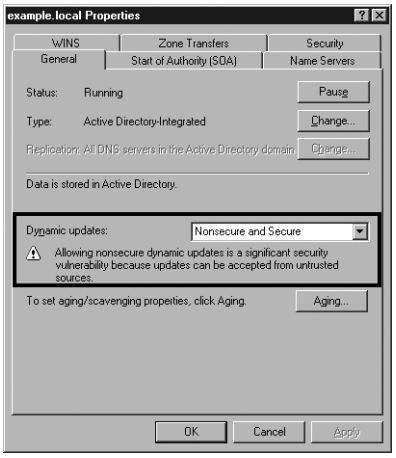


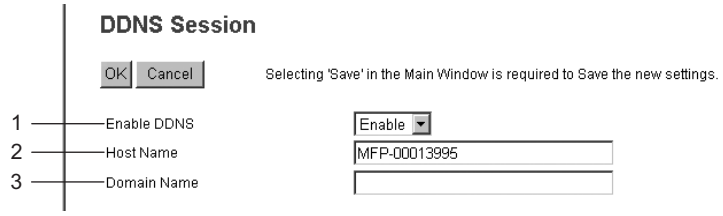
- When using DDNS, make sure the “Allow dynamic updates?” option is set to “Yes” (for Windows 2000 Server) or “Nonsecure and Secure” (for Windows Server 2003) for the Forward Lookup Zones and Reversed Lookup Zones. If "Secure" mode or "None" is selected in Windows Server 2003, be sure to add the host name of the equipment to "Forward Lookup Zones" and "Reversed Lookup Zones".

Windows 2000 Server
(Forward Lookup Zones)



Windows Server 2003
(Forward Lookup Zones)





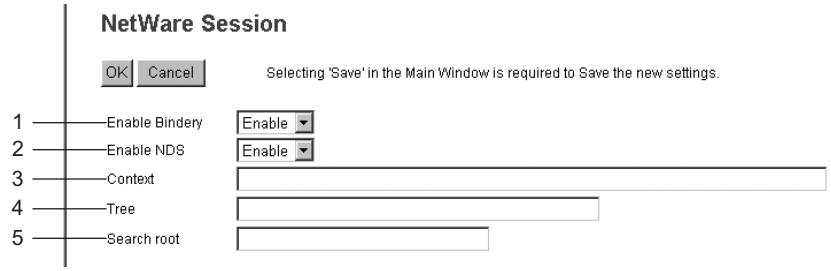
1) Enable DDNS
Select whether the dynamic DNS service is enabled or disabled.

2) Host Name
Enter the host name that will be added to the DNS server using DDNS.

3) **Domain Name**
Enter the domain name that will be added to the DNS server using DDNS.

Setting up the NetWare session

In NetWare Session, you can set the NetWare Bindery or NDS service. This must be set when configuring a Novell printing environment.



1) **Enable Bindery**
Select whether the NetWare Bindery mode for Novell printing is enabled or disabled. When you configure a Novell printing environment with the NetWare server in bindery mode, you must enable this.

2) **Enable NDS**
Select whether the NetWare NDS mode for Novell printing is enabled or disabled. When you configure a Novell printing environment with the NetWare server in NDS mode, you must enable this. When this is enabled, you should also specify the context and tree for the NDS.

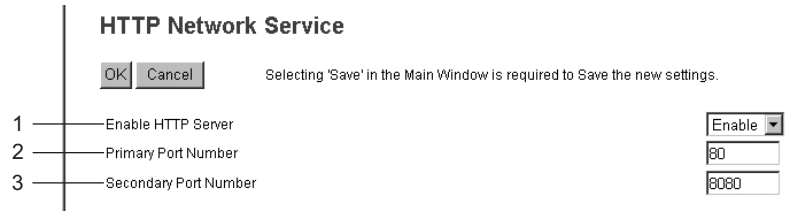
3) **Context**
Enter the NDS context that the NetWare print server for this equipment is located.

4) **Tree**
Enter the NDS tree.

5) **Search root**
Enter the NetWare server name that this equipment preferentially searches for the queues.

Setting up the HTTP network service

In HTTP Network Service, you can enable or disable Web-based services such as TopAccess and IPP printing.



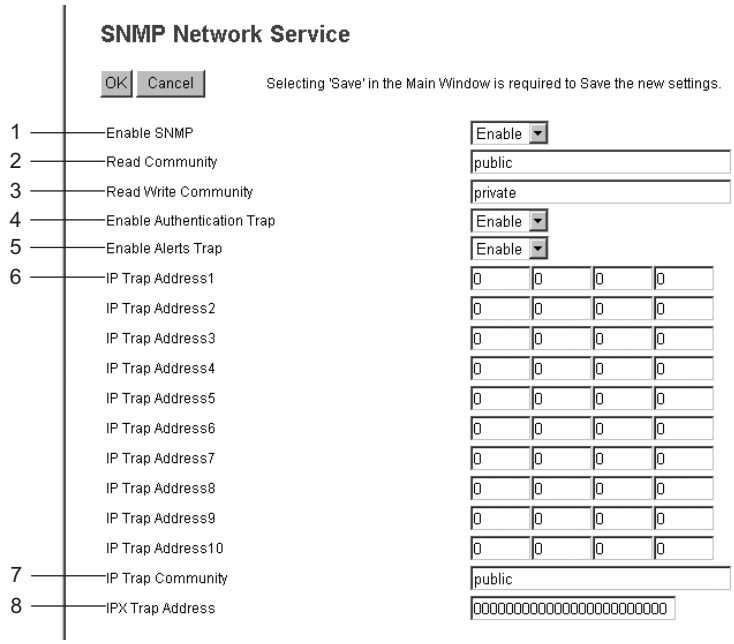
1) Enable HTTP Server
Select whether the Web-based TopAccess and IPP printing are enabled or disabled.

2) Primary Port Number
Enter the port number for the NIC HTTP server. Generally “80” is used for this port.

3) Secondary Port Number
Enter the port number for TopAccess. Generally “8080” is used for this port.

Setting up the SNMP network service

In SNMP Network Service, you can enable or disable the SNMP to monitor the device status using a network monitoring utility. If an administrator wants to monitor the device status with a monitoring utility, programmed to fit the MIB, you must enable the SNMP and SNMP Traps.



1) Enable SNMP
Select whether the SNMP monitoring with MIB is enabled or disabled. This must be enabled to allow users to connect using the AddressBook Viewer.

2) Read Community
Enter the trap community name for the SNMP Traps.

Note

If you specify a community name other than “public” for the Read Community, the applications that use MIB (AddressBook Viewer) will be unavailable. The SNMP communication of the printer driver also will be unavailable, so that the obtaining the configurations and confirming the department code will be disabled.

3) Read Write Community
Enter the Read Write community name for the SNMP Traps.

Note

If you specify a community name other than “private” for the Read Write Community, the applications that use MIB (AddressBook Viewer) will be unavailable. The SNMP communication of the printer driver also will be unavailable, so that the obtaining the configurations of this equipment and confirming the department code will be disabled.

4) Enable Authentication Trap
Select whether sending a SNMP Traps when this equipment is accessed using SNMP from a different read community.

5) **Enable Alerts Trap**
Select whether sending a SNMP Traps when an alert condition occurs.

6) **IP Trap Address 1-10**
Enter the IP address where the SNMP Traps will be sent. You can specify up to 10 addresses.

7) **IP Trap Community**
Enter the trap community name for the IP Traps.

8) **IPX Trap Address**
Enter the IPX address where the SNMP Traps will be sent.

Setting up Copier Settings

In the Copier submenu page in the Setup menu, an administrator can configure the copier settings that initially apply to copy operations.

Note

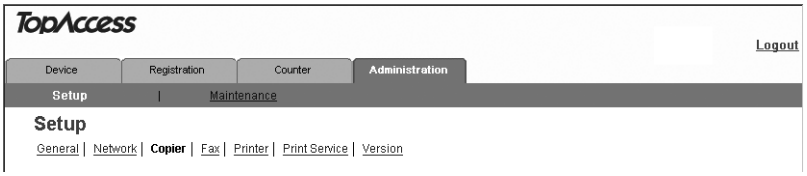
Some settings may not apply to the LCD of this equipment as soon as you save the settings. The settings will be updated by pressing the [FUNCTION CLEAR] button on the Control Panel or after an Auto Clear time period.

Setting the copier settings

1 **Access TopAccess in the administrator mode.**

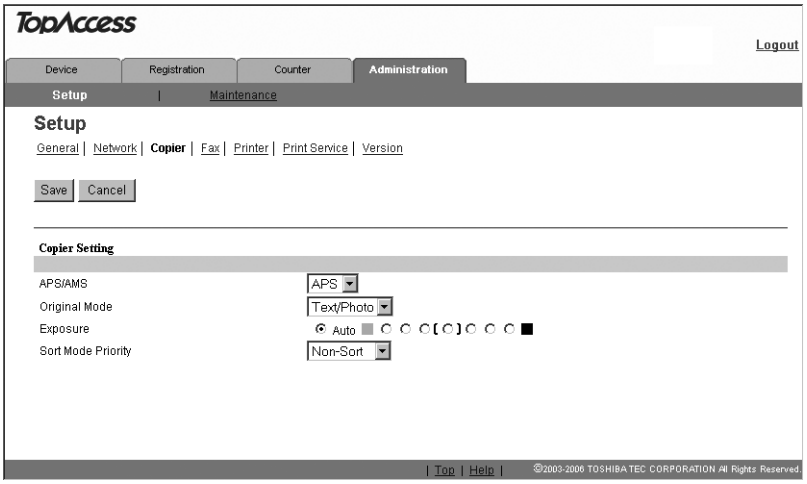
P.50 “Accessing TopAccess”

2 **Click the Setup menu and Copier submenu.**



The Copier submenu page is displayed.

3 **In the Copier submenu page, set the copier settings as required.**



To set the Copier Settings, see the following:

P.98 “Setting up the copier settings”

4 **Click [Save].**

The confirmation dialog box appears.

Note

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings before saving the changes.

5 **Click [OK] to apply the changes.**

Note

When using the Internet Explorer, the settings that are displayed in each field may not be changed even if you change the settings and click [Save]. However, the settings have been changed in the equipment. In that case, click the Copier submenu then the page displays the current settings in each field.

Setting up the copier settings

In Copier Settings, you can set the default copier settings that apply for copy operation from the LCD of this equipment.

Note

Depending on the settings in this equipment, some copier setting items may not be displayed.

1) APS/AMS
Select whether to give priority to APS or AMS, or to disable the priority.
- **APS (Automatic Paper Selection)** — Automatically detects the size of the originals and selects the drawer in which paper of the same size as the originals is used.
- **AMS (Automatic Magnification Selection)** — Automatically sets the reproduction ratio to match the scanned original data to the paper size in the selected drawer.
- **No** — Disable priority.

2) Original Mode
Select the default original mode for black/white originals.

3) Exposure
Select the type of image density for black and white copy.
- **Auto** — Select this to set the Auto mode as the default exposure for black and white copy. The Auto mode automatically detects the density of the original to make copies at the optimum exposure.
- **Manual** — Select this to set the density level manually within 7 stages.

4) Sorter Mode Priority
Select the default sort mode for copying.

Setting up Fax Settings

In the Fax submenu page in the Setup menu, an administrator can configure the fax device settings and the settings initially apply to fax operations.

Notes

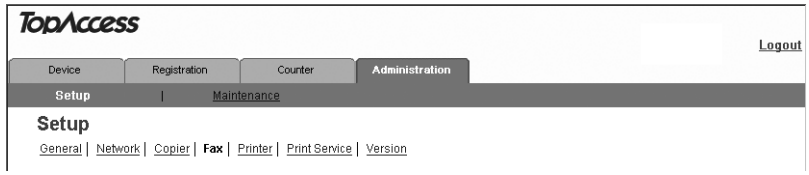
- Some settings may not apply to the LCD of this equipment as soon as you save the settings. The settings will be updated by pressing the [FUNCTION CLEAR] button on the Control Panel or after an Auto Clear time period.
- The Fax submenu page in the Setup menu is available only when the optional Fax unit is installed.

Setting the fax settings

1 Access TopAccess in the administrator mode.

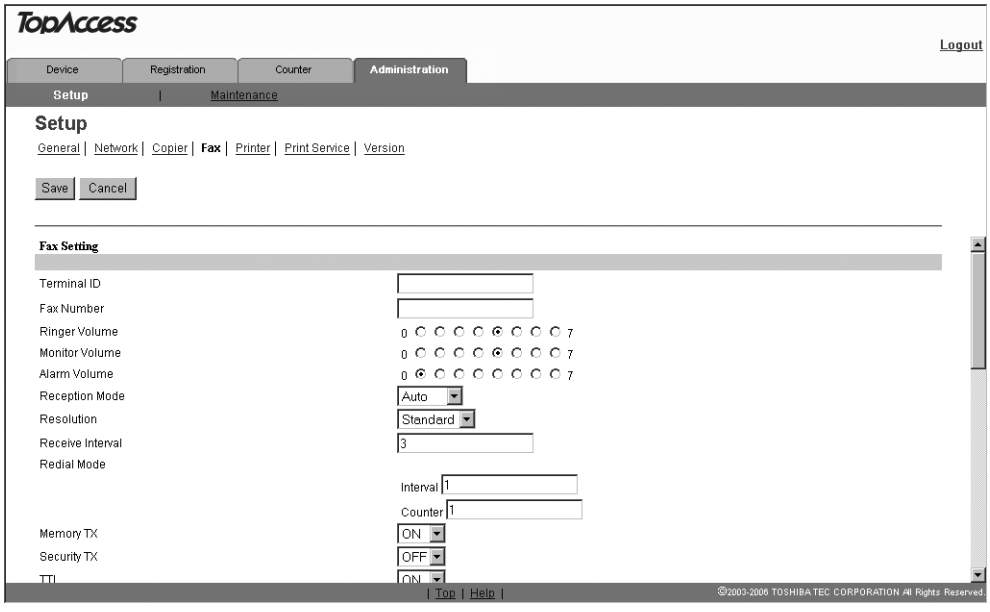
P.50 “Accessing TopAccess”

2 Click the Setup menu and Fax submenu.



The Fax submenu page is displayed.

3 In the Fax submenu page, set the fax settings as required.



To set the Fax Settings, see the following:

P.101 “Setting up the Fax settings”

4 Click [Save].

The confirmation dialog box appears.

Note

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings before saving the changes.

5 Click [OK] to apply the changes.

Notes

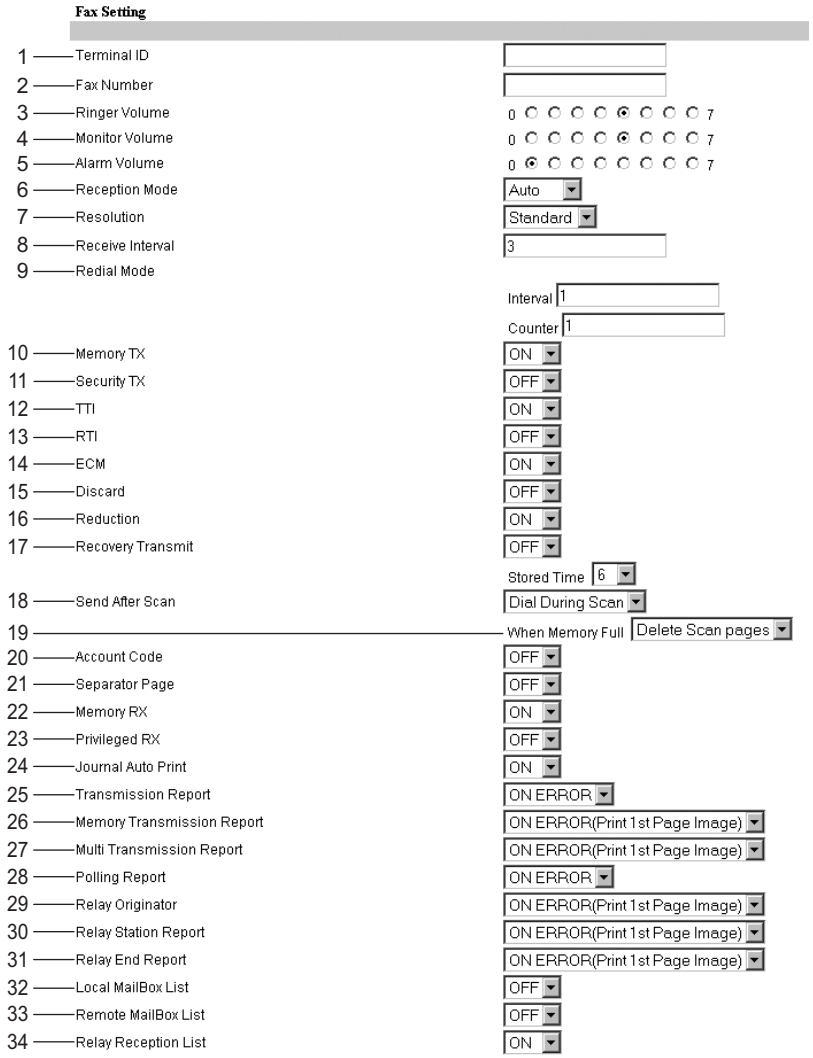
- If a valid value is not set to both “Interval” and “Counter” for redialing, the error message “Please enter a valid value.” is displayed. Click [OK] on the error dialog box and enter valid values.
- When using the Internet Explorer, the settings that are displayed in each field may not be changed even if you change the settings and click [Save]. However, the settings have been changed in the equipment. In that case, click the Fax submenu then the page displays the current settings in each field.

Setting up the Fax settings

In Fax Settings, you can set the default fax settings that apply to fax operation from the LCD of this equipment.

Note

Depending on the settings in this equipment, some Fax setting items may not be displayed.



1) Terminal ID
Enter the terminal ID name (company name) to identify this equipment. The name will be printed at the leading edge of all documents transmitted.

2) Fax Number
Enter the fax number of this equipment. This fax number will be printed at the leading edge of all documents transmitted from Line 1.

3) Ringer Volume
Selects the volume of the ringer.

4) Monitor Volume
Select the volume of the line monitor during transmission.

5) Alarm Volume
Selects the volume of the alarm.

6) Reception Mode
Select how this equipment activates when a fax is received.
- **Auto** — Select this to automatically receive incoming originals when the bell rings. Select this when the line is being used exclusively by the fax transmission.
- **Manual** — Select this to manually receive incoming originals after pressing the Start button on the Control Panel.

7) Resolution
Select the default resolution for sending faxes.
- **Standard** — Select this to set the Standard mode as the default resolution appropriate for the originals in which the text is regular size.
- **Fine** — Select this to set the Fine mode as the default resolution appropriate for the originals in which the text is small or a detailed drawing is contained.
- **Ultra Fine** — Select this to set the Ultra-Fine mode as the default resolution appropriate for the originals in which the text is particularly small or a precision drawing is contained.

8) Receive Interval
Selects the interval of transmissions. Transmissions are forcibly paused every 4 times to receive incoming faxes during each interval. This interval can be set from 0 to 15 minutes.

9) Redial Mode
Selects redialing intervals and the number of times to redial when the line is busy.
- **Interval** — Selects the redialing interval from 0 to 15 minutes.
- **Counter** — Selects the number of times to redial from 0 to 14.

10) Memory TX
Selects whether the fax data are temporarily stored in the memory before transmission or not.

11) Security TX
Checks whether the number you dialed matches that of a destination or not and determines whether the fax data should be transmitted or not. If these numbers do not match, the fax data will not be transmitted to prevent inadvertent data transmission caused by dialing mistakes or misconnection of a telephone switchboard. You can select whether to enable or disable this function.

12) TTI
Select whether printing a transmission header (TTI) to identify the sender of received faxes.

13) RTI
Select whether printing a reception header (RTI) on received faxes to clearly identify the time, date, and page count of received faxes.

14) ECM
Select whether enabling or disabling the ECM (Error Correction Mode) to automatically resend any portion of the document affected by phone line noise or distortion.

15) Discard
Select whether discarding the lower portion of the received fax image if it is larger than the recording paper.

16) Reduction
Select whether reducing the received fax image if it is larger than the effective printing area of the recording paper.

17) Recovery Transmit
Select whether re-transmitting a fax after failing the initially specified number of redial attempts. When this is enabled, select the stored time length from 1 to 24 hours.

18) Send after Scan

Selects whether to temporarily store all the scanned fax data before transmission or not.

- **Dial During Scan** — Transmits the data without storing them in the memory before transmission.
- **Dial After Scan** — Scans and stores the data in the memory before transmission.

When you select “Dial After Scan”, you can further select in the memory-full status whether you send the fax data scanned and stored so far in the memory or not.

19) When Memory Full

Select the fax transmission method when memory full occurs.

- **Delete Scan Pages** – Deletes the stored data and stops the transmission.
- **Send Scan Pages** – Transmits the data stored before the memory-full status.

20) Account Code

Selects whether to enable or disable the entry of the account code for each transmission. When this function is enabled, you can figure out in a transmission journal how many faxes have been transmitted to each destination.

21) Separator Page

Selects whether to print separator pages which automatically separate a stack of faxes received from one destination or not. When this function is enabled, you can easily sort the received faxes.

22) Memory RX

Selects whether the received fax data are stored in the memory before printing them or not when any printing problems have occurred (e.g. running out of recording paper, a recording paper jam).

23) Privileged RX

Selects whether to receive faxes from only limited senders or not, such as the ones registered in the abbreviated number list or the one touch dial number list.

24) Journal Auto Print

Select whether automatically printing a transmission and reception journal after every transmission is completed.

25) Transmission Report

Selects how the transmission report is printed out.

- **OFF** — Does not print out the transmission report.
- **Always** — Prints out the transmission report at the completion of each transmission.
- **ON ERROR** — Prints out the transmission report only when a transmission error has occurred.

26) Memory Transmission Report

Select how to print a result report after a memory transmission.

- **OFF** — Select this to not print a memory transmission report.
- **Always** — Select this to print a memory transmission report with all page images for each memory transmission is completed.
- **ON ERROR** — Select this to print a memory transmission report with all page images only when the memory transmission is not successfully completed.
- **Always (Print 1st Page Image)** — Select this to print a memory transmission report with the 1st page image for each memory transmission is completed.
- **ON ERROR (Print 1st Page Image)** — Select this to print a memory transmission report with the 1st page image only when the memory transmission is not successful.

27) Multi Transmission Report

Select how to print a result report after a multi-address transmission.

- **OFF** — Select this to not print a multi-address transmission report.
- **Always** — Select this to print a multi-address transmission report with all page images for each multi-address transmission is completed.

- **ON ERROR** — Select this to print a multi-address transmission report with all page images only when the multi-address transmission is not successfully completed.
- **Always (Print 1st Page Image)** — Select this to print a multi-address transmission report with the 1st page image for each multi-address transmission is completed.
- **ON ERROR (Print 1st Page Image)** — Select this to print a multi-address transmission report with the 1st page image only when the multi-address transmission is not successful.

28) Polling Report

Select how to print a result report after a multi-polling reception.

- **OFF** — Select this to not print a multi-polling report.
- **Always** — Select this to print a multi-polling report for each multi-polling reception.
- **ON ERROR** — Select this to print a multi-polling report only when the multi-polling reception is not successful.

29) Relay Originator

Select how to print a result report after a relay transmission.

- **OFF** — Select this to not print a relay station report.
- **Always** — Select this to print a relay station report with all page images for each relay transmission is completed.
- **ON ERROR** — Select this to print a relay station report with all page images only when the relay transmission is not successful.
- **Always (Print 1st Page Image)** — Select this to print a relay station report with the 1st page image for each relay transmission is completed.
- **ON ERROR (Print 1st Page Image)** — Select this to print a relay station report with the 1st page image only when the relay transmission is not successful.

30) Relay Station Report

Selects how the relay station report is printed out.

- **OFF** — Does not print out the relay station report.
- **Always** — Prints out the relay station report at the completion of each transmission.
- **ON ERROR** — Prints out the relay station report only when a transmission error has occurred.
- **Always (Print 1st Page Image)** — Prints out the relay station report with the 1st page of the original at the completion of each transmission.
- **ON ERROR (Print 1st Page Image)** — Prints out the relay station report with the 1st page of the original only when a transmission error has occurred.

31) Relay End Report

Selects how the relay end report is printed out.

- **OFF** — Does not print out the relay end report.
- **Always** — Prints out the relay end report at the completion of each transmission.
- **ON ERROR** — Prints out the relay end report only when a transmission error has occurred.
- **Always (Print 1st Page Image)** — Prints out the relay end report with the 1st page of the original at the completion of each transmission.
- **ON ERROR (Print 1st Page Image)** — Prints out the relay end report with the 1st page of the original only when a transmission error has occurred.

32) Local Mailbox List

Selects whether to print out the mailbox list of your fax unit for each transmission automatically or not.

33) Remote Mailbox List

Selects whether to print out the mailbox list of other fax units for each transmission automatically or not.

34) Relay Reception List

Selects whether to print out a list for the content of the received fax for each reception automatically or not.

Setting up Printer Settings

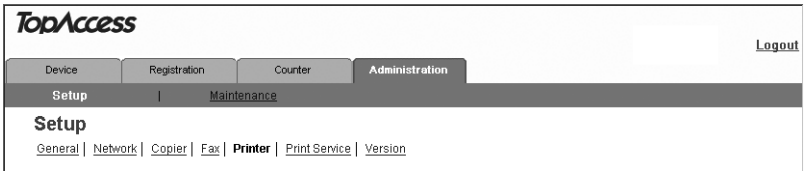
In the Printer submenu page in the Setup menu, an administrator can configure how the printer works and the printer options needed for the raw print jobs.

Setting the printer settings

1 **Access TopAccess in the administrator mode.**

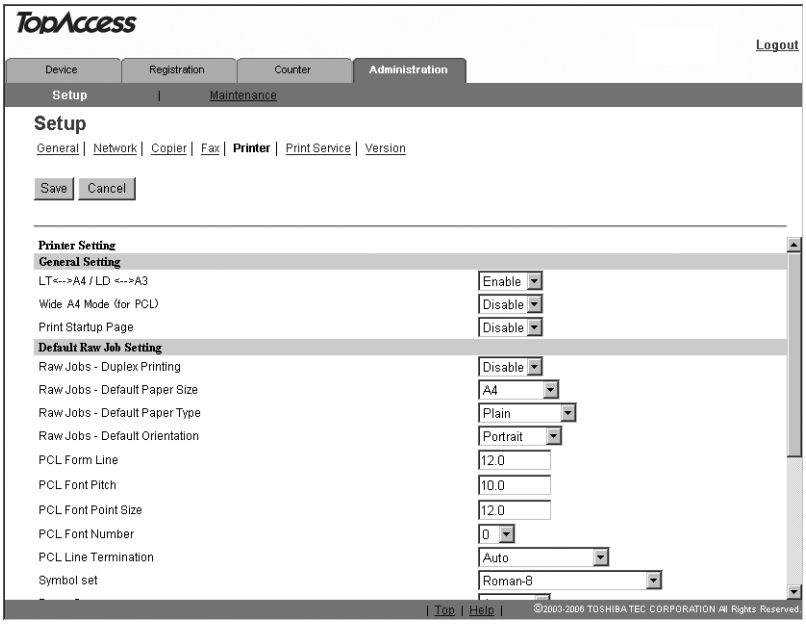
P.50 “Accessing TopAccess”

2 **Click the Setup menu and Printer submenu.**



The Printer submenu page is displayed.

3 **In the Printer submenu page, set the Printer settings as required.**



To set the Printer Settings, see the following:

P.106 “Setting up the general setting”
P.107 “Setting up the default Raw job setting”
P.108 “Setting up the Raw job setting”

4 **Click [Save].**

The confirmation dialog box appears.

Note

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings before saving the changes.

5 **Click [OK] to apply the changes.**

Note

When using the Internet Explorer, the settings that are displayed in each field may not be changed even if you change the settings and click [Save]. However, the settings have been changed in the equipment. In that case, click the Printer submenu then the page displays the current settings in each field.

Setting up the general setting

In General Setting, you can specify the printer related options.

1) LT<-->A4/LD<-->A3
Select whether printing a document intended for that one paper size can be printed on paper of a different size. For example, you can print a document set up for Letter size on A4 paper. When disabled, this equipment will prompt users for the correct paper size.

2) Wide A4 Mode (for PCL)
Select whether the width of the printable area of copy paper is widened or not when you are printing PCL print job on A4 paper.
Select [Enable] to widen it for approx. 3.5 mm / 0.14 inch (when in a portrait direction) and approx. 1.5 mm / 0.06 inch (when in a landscape direction). Thus more data can be printed for each line.

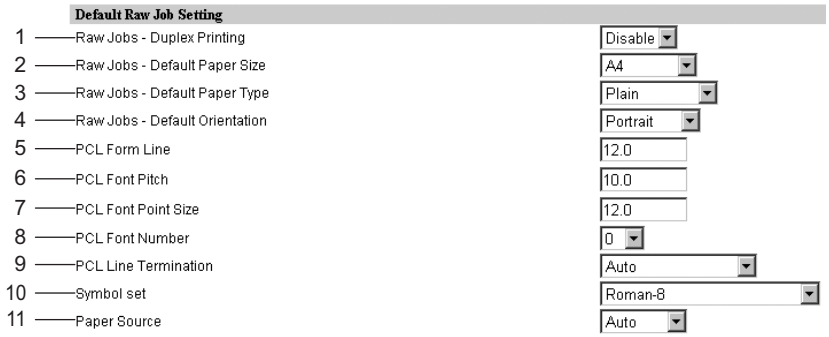
3) Print Startup Page
Select whether printing the startup page every time this equipment is powered on. The startup page is the NIC Status page.

Setting up the default Raw job setting

In Default Raw Job Setting, you can specify the default raw job setting, which applies a raw job that no queue name is specified or specified queue name does not exist.

Tip

You can also add LPR queue names and specify the raw job setting for each queue.
📖 P.108 “Setting up the Raw job setting”



1) Raw jobs - Duplex Printing
Select whether a raw job will be printed on both sides of the paper.

Note

The “Raw jobs - Duplex Printing” option is available only when the Automatic Duplexing Unit is installed.

2) Raw jobs - Default Paper Size
Select the default paper size that applies to a raw job.

3) Raw jobs - Default Paper Type
Select the default paper type that applies to a raw job.

4) Raw jobs - Default Orientation
Select the default orientation that applies to a raw job.

5) PCL Form Line
Enter the number of lines printed per page.

6) PCL Font Pitch
Enter the font pitch when the selected font number represents a fixed pitch scalable font. Pitch is measured by letters per inch, so a 10-pitch is ten letters per inch.

7) PCL Font Point Size
Enter the font size when the selected font number represents a proportionally spaced scalable font. The Font Size option allows you to determine the point size (height) of the default font.

8) PCL Font Number
Enter the font number of the internal PCL font to be used as the default font for printing. You can check the font numbers and internal PCL fonts in the Internal PCL Font List. Please see the ***Printing Guide*** for the font number of internal PCL fonts,

9) PCL Line Termination
Select the type of the line termination.

10) Symbol set
Select the symbol set that applies to a raw job.

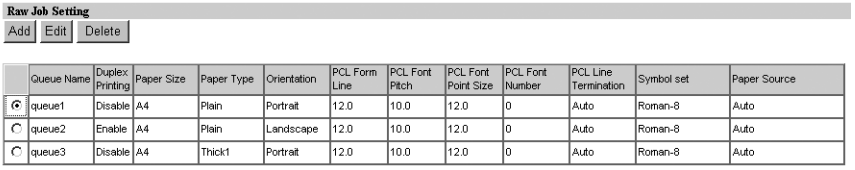
11) Paper Source
Select the paper source that applies to a raw job.

Setting up the Raw job setting

In Raw Job Setting, you can add up to 16 LPR queue names and specify the raw job setting for each queue. These queue names can be used when printing without a printer driver, such as printing from UNIX workstation.
You can add, edit, or delete a LPR queue.
📖 P.108 “Adding or editing a LPR queue”
📖 P.110 “Deleting a LPR queue”

Adding or editing a LPR queue

1 To add a new LPR queue, click [Add] in Raw Job Setting. To edit an existing LPR queue, select a radio button of a queue that you want to edit and click [Edit].

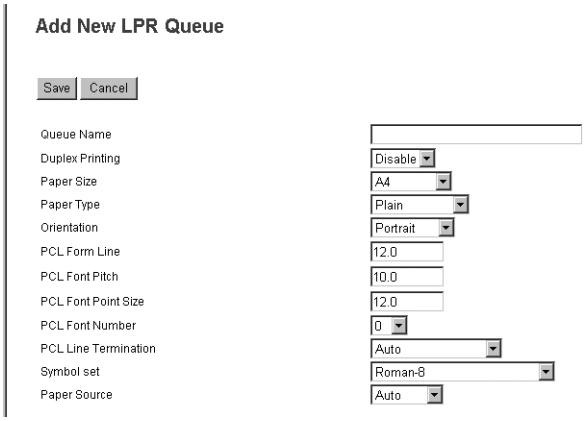

Raw Job Setting

Add Edit Delete

	Queue Name	Duplex Printing	Paper Size	Paper Type	Orientation	PCL Form Line	PCL Font Pitch	PCL Font Point Size	PCL Font Number	PCL Line Termination	Symbol set	Paper Source
◉	queue1	Disable	A4	Plain	Portrait	12.0	10.0	12.0	0	Auto	Roman-8	Auto
○	queue2	Enable	A4	Plain	Landscape	12.0	10.0	12.0	0	Auto	Roman-8	Auto
○	queue3	Disable	A4	Thick1	Portrait	12.0	10.0	12.0	0	Auto	Roman-8	Auto

The Add New LPR Queue page is displayed.

2 Enter following items as required.



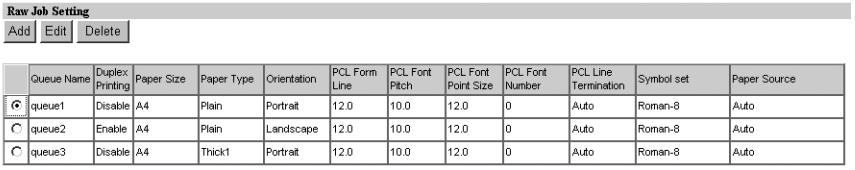
Queue Name — Enter the queue name using up to 31 alphanumeric letters. The queue name is case sensitive so that “Queue1” and “queue1” will be added as different queues.
Raw jobs - Duplex Printing — Select whether a raw job will be printed on both sides of the paper.
Raw jobs - Default Paper Size — Select the default paper size that applies to a raw job.
Raw jobs - Default Paper Type — Select the default paper type that applies to a raw job.
Raw jobs - Default Orientation — Select the default orientation that applies to a raw job.
PCL Form Line — Enter the number of lines printed per page.
PCL Font Pitch — Enter the font pitch when the selected font number represents a fixed pitch scalable font. Pitch is measured by letters per inch, so a 10-pitch is ten letters per inch.
PCL Font Point Size — Enter the font size when the selected font number represents a proportionally spaced scalable font. The Font Size option allows you to determine the point size (height) of the default font.
PCL Font Number — Enter the font number of the internal PCL font to be used as the default font for printing. You can check the font numbers and internal PCL fonts in the Internal PCL Font List. Please see the ***Printing Guide*** for the font number of internal PCL fonts.
PCL Line Termination — Select the type of the line termination.
Symbol set — Select the symbol set that applies to a raw job.
Paper Source — Select the paper source that applies to a raw job.

3 Click [Save].

The queue name is added in the list.

Deleting a LPR queue

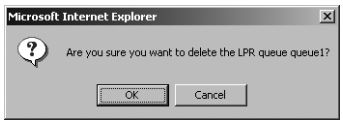
1 Select a radio button of a queue that you want to delete and click [Delete].



	Queue Name	Duplex Printing	Paper Size	Paper Type	Orientation	PCL Form Line	PCL Font Pitch	PCL Font Point Size	PCL Font Number	PCL Line Termination	Symbol set	Paper Source
◉	queue1	Disable	A4	Plain	Portrait	12.0	10.0	12.0	0	Auto	Roman-8	Auto
○	queue2	Enable	A4	Plain	Landscape	12.0	10.0	12.0	0	Auto	Roman-8	Auto
○	queue3	Disable	A4	Thick1	Portrait	12.0	10.0	12.0	0	Auto	Roman-8	Auto

The confirmation dialog box appears.

2 Click [OK].



The selected queue is deleted.

Setting up Print Service Settings (Printing Function)

In the Print Service submenu page in the Setup menu, an administrator can configure such print services as Raw TCP Print, LPD Print, IPP Print, and NetWare Print.

Note

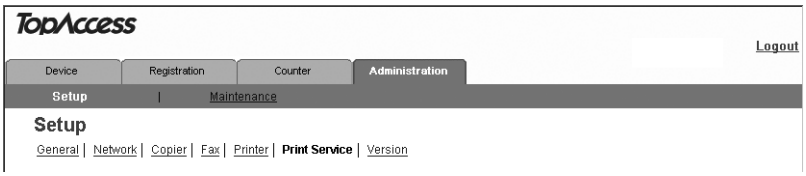
Some settings may not apply to the LCD of this equipment as soon as you save the settings. The settings will be updated by pressing the [FUNCTION CLEAR] button on the Control Panel or after an Auto Clear time period.

Setting the print service settings

1 Access TopAccess in the administrator mode.

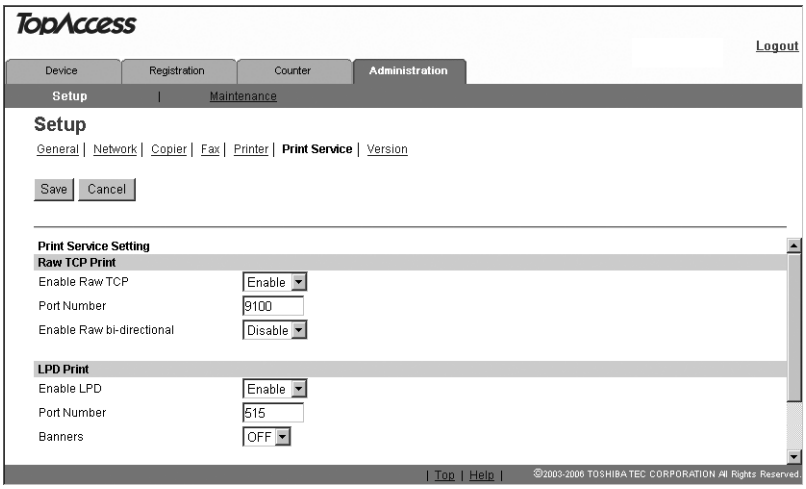
P.50 “Accessing TopAccess”

2 Click the Setup menu and Print Service submenu.



The Scan to Print Service submenu page is displayed.

3 In the Print Service submenu page, set the Print Service settings as required.



In the Print Service submenu page, you can set the following:

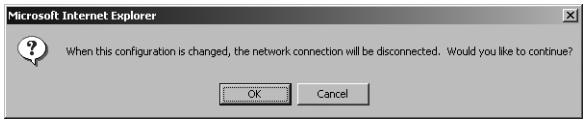
P.112 “Setting up the Raw TCP print”
P.113 “Setting up the LPD print”
P.113 “Setting up the IPP print”
P.114 “Setting up the NetWare print”

4 **Click [Save].**
The confirmation dialog box appears.

Note

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings before saving the changes.

5 **Click [OK] to apply the changes.**

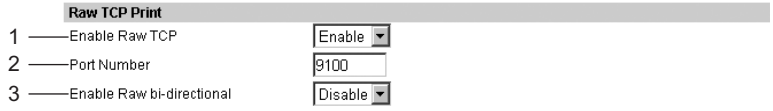

Microsoft Internet Explorer
When this configuration is changed, the network connection will be disconnected. Would you like to continue?
OK
Cancel

Note

When using the Internet Explorer, the settings that are displayed in each field may not be changed even if you change the settings and click [Save]. However, the settings have been changed in the equipment. In that case, click the Print Service submenu then the page displays the current settings in each field.

Setting up the Raw TCP print

In Raw TCP Print, you can enable or disable the Raw TCP print service.



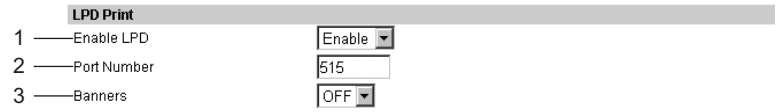
1) Enable Raw TCP
Enable or disable Raw TCP print service.

2) Port Number
If enabling the Raw TCP, enter the Raw TCP port number for the Raw TCP print. Generally “9100” is used.

3) Enable Raw bi-directional
Enable or disable Raw bi-directional communication.

Setting up the LPD print

In LPD Print, you can set the LPD print options to enable the LPD/LPR print service.



1) Enable LPD
Enable or disable LPD print service.

2) Port Number
If enabling the LPD, enter the LPD port number. Generally “515” is used.

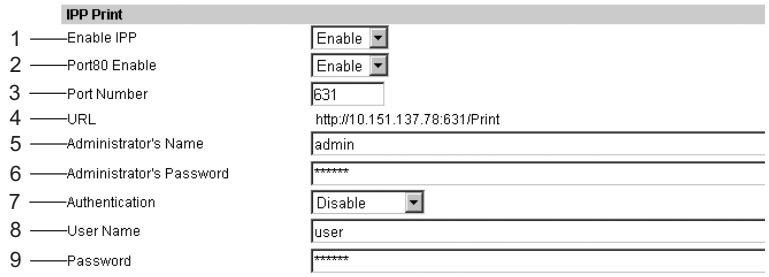
3) Banners
Select whether printing a banner page for each print job using LPR printing.

Note

When printing from Macintosh computer using LPR printing, the PostScript code will be printed instead of a banner page. If any users will print from Macintosh computers using LPR printing, please disable the “Banners” option.

Setting up the IPP print

In IPP Print, you can set the IPP Print options to enable the IPP print service.



1) Enable IPP
Enable or disable IPP print service.

2) Port80 Enable
Enable or disable the Port80 for IPP printing. Port631 is usually used for the IPP access so users must specify to the URL, i.e. “http://<IP address or DNS name>:631/Print”, for the IPP port. When this is enabled, this equipment allows IPP access through the Port80, which is the default port for the HTTP access so users do not have to specify the port number in the IPP port, i.e. “http://<IP address or DNS name>/Print”.

3) Port Number
If enabling the IPP, enter the IPP port number. Generally “631” is used.

4) URL
Display the URL for IPP printing. You cannot change the URL for IPP printing. This URL should be set as the print port when users set up the printer driver for IPP printing.

5) **Administrator's Name**
Enter the administrator's user name to be allowed to perform the [Cancel All Documents] function. The user who log in to the computer using this administrator's name can delete all jobs in the IPP queue by selecting [Cancel All Documents] command in the [File] menu of printer queue dialog box on Windows.

6) **Administrator's Password**
Enter the password of user to be allowed to perform the [Cancel All Documents] function.

7) **Authentication**
Enable or disable the authentication for creating the IPP queue on the client computers. When this is enabled, the dialog box to enter a user name and password will be displayed when a user creates the IPP print port.
- **Disable** — Select this to disable the authentication.
- **Basic** — Select this to enable the authentication.

Note

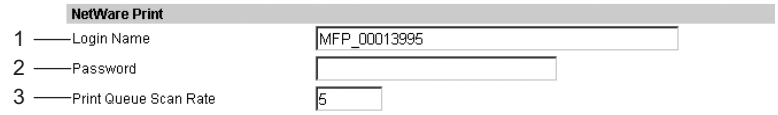
To enable the authentication, be sure to select "Basic". If "Digest" or "Basic Digest" is selected, users no longer create the IPP print port, because "Digest" or "Basic Digest" is not supported for Windows.

8) **User Name**
Enter the user name for authentication.

9) **Password**
Enter the password for authentication. "123456" has been set as the default.

Setting up the NetWare print

In NetWare Print, you can set the NetWare print options to enable the Novell print service.



1) **Login Name**
Enter the print server name that is created in the NetWare file server.

2) **Password**
Enter the password that is set to the print server, if required.

3) **Print Queue Scan Rate**
Enter how frequently to scan the print queues for print jobs. This should be entered in second. You can enter between 1 to 255.

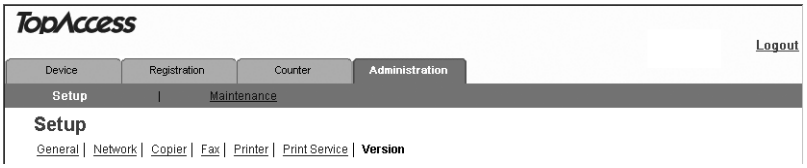
Displaying Version Information

An administrator can display the system software version information of this equipment. The version information can be displayed from the Setup menu page.

1 Access TopAccess in the administrator mode.

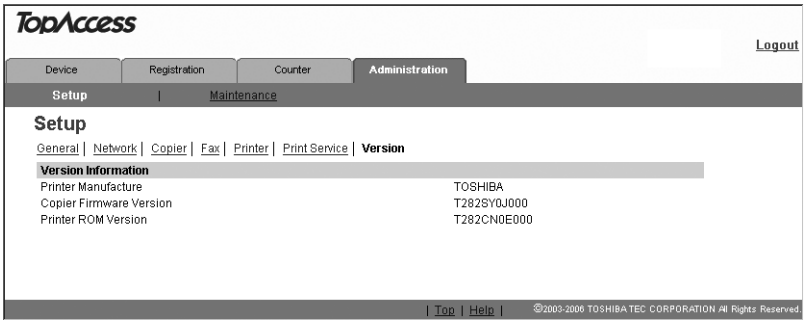
P.50 “Accessing TopAccess”

2 Click the Setup menu and Version submenu.



The Version submenu page is displayed.

3 In the Version submenu page, you can confirm the version information of the system software.



11

TopAccess ADMINISTRATION TAB PAGE - MAINTENANCE MENU

This chapter describes the maintenance of TopAccess performed by the TopAccess administrator.

About the Maintenance Functions 118

Switching Languages 119

Backing up Data 121

Restoring Data from Backup File 124

Importing Address Book Data 127

Exporting Address Book Data 130

Exporting Department Code Data 134

About the Maintenance Functions

In the Maintenance menu of the TopAccess administrator mode, an administrator can perform the following maintenance:

Install Language

The administrator can change the language displayed in the TopAccess screen.

P.119 “Switching Languages”

Backing up data

An administrator can create backup files of address book.

P.121 “Backing up Data”

Restoring data from the backup files

An administrator can restore the address book from the backup files.

P.124 “Restoring Data from Backup File”

Importing address book data

This equipment allows you to import address book data in CSV format.

P.127 “Importing Address Book Data”

Exporting address book data

The address book data can be exported in a CSV format.

P.130 “Exporting Address Book Data”

Exporting department code data

The department code data can be exported in a CSV format.

P.134 “Exporting Department Code Data”

Note

When the address book data of the equipment are backed up, restored or imported/exported, updating the data may take a while depending on their data size. Do not turn the power of the equipment OFF until the data are updated.

Switching Languages

You can switch the currently-used language to the desired one by uploading the language of TopAccess in the Client Utilities CD-ROM to this equipment.

Note

When the Scanner Upgrade Kit (optional) has been installed, upload the TopAccess language data stored in the Scan Utilities CD-ROM (included in the Scanner Upgrade Kit) in order to switch TopAccess languages according to the ***Setup Guide for Scanning Functions***. The TopAccess language data are also provided in the Client Utilities CD-ROM (included in the Network Printer Kit), which is described in this guide. However, they do not support the scanning function.

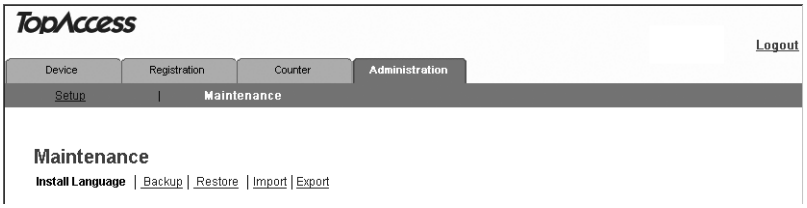
1 Insert the Client Utilities CD-ROM into a client PC.

When inserting the Client Utilities CD-ROM, the installer may automatically start. Click [Cancel] to make the installer exit and continue the operation.

2 Access TopAccess in the administrator mode.

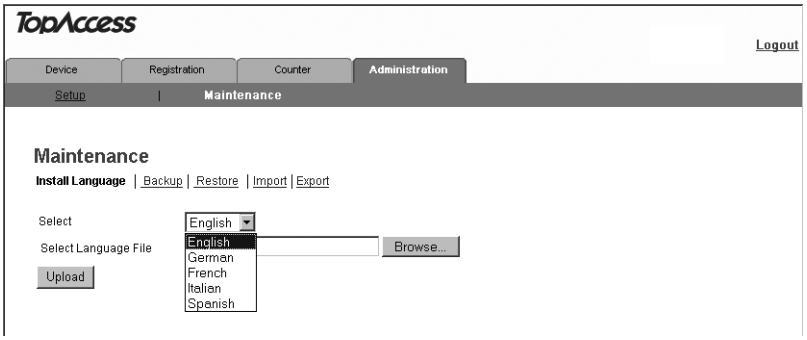
P.50 “Accessing TopAccess”

3 Click the Maintenance menu and Install Language submenu.

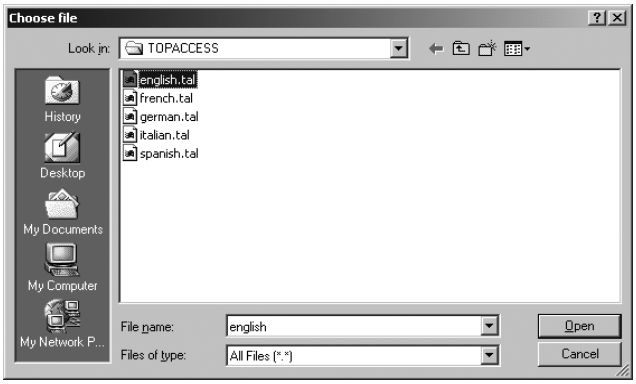


The Install Language submenu page is displayed.

4 Select the desired language in the “Select” drop down box.



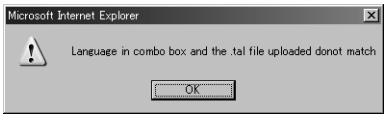
5 Click [Browse] and then select the TOPACCESS folder in the Client Utilities CD-ROM. Then select the desired language file and click [Open].



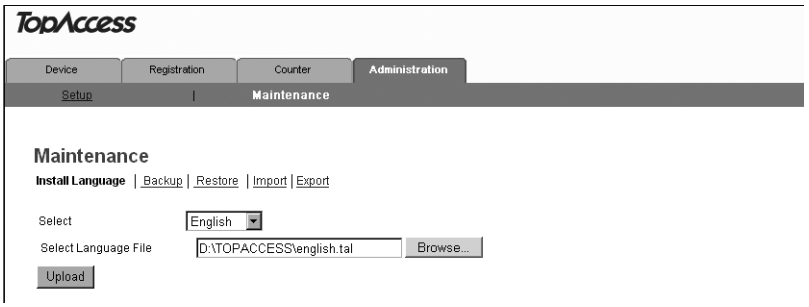
TopAccess language:
[Client Utilities CD-ROM]: \TOPACCESS\<Language>

Note

If the language selected in the drop down box and the one selected from the Client Utilities CD-ROM differ, the error message dialog box shown below appears. Click [OK] in this message dialog box and then select the correct language.



6 Click [Upload].



Uploading starts. When it is completed, the language is switched.

Backing up Data

The administrator can create backup files of the address book data. The backup files can be used to restore or upload to other e-STUDIO165/205 or e-STUDIO167/207/237 compatible equipments.

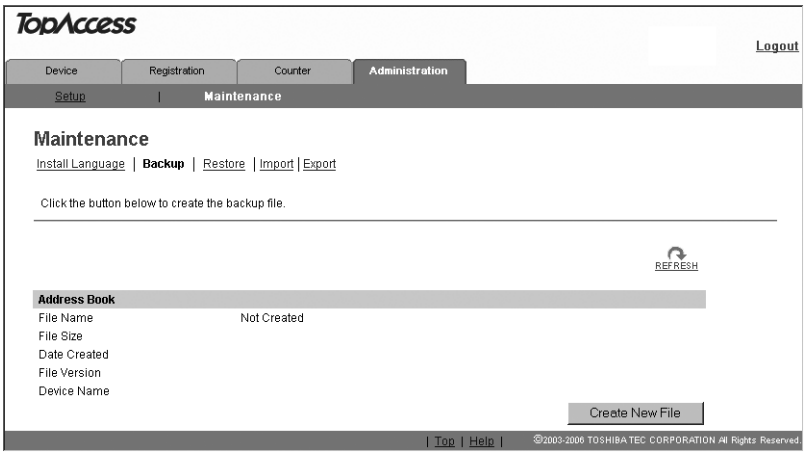
1 Access TopAccess in the administrator mode.

P.50 “Accessing TopAccess”

2 Click the Maintenance menu and Backup submenu.

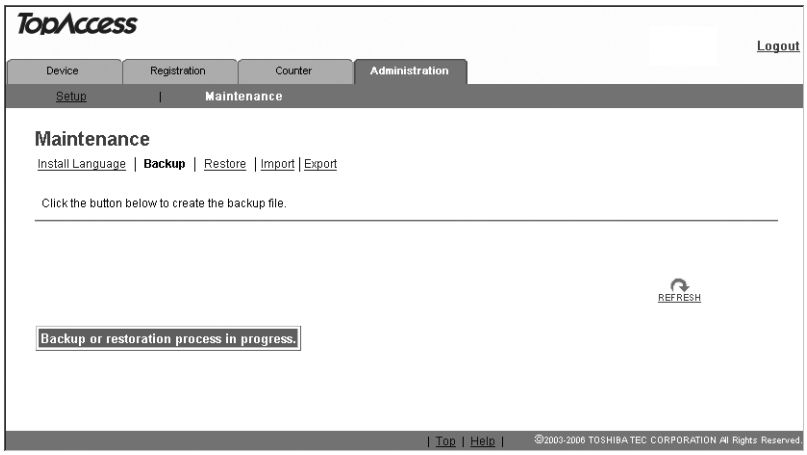
The Backup submenu page is displayed.

3 Click [Create New File] for the data that you want to backup.



“Backup or restoration process in progress.” appears and the backup process begins.

4 Click [REFRESH] on the right side.

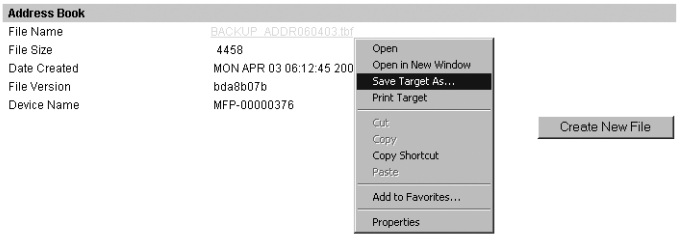


A backup file is created and its name and size will be displayed.

Note

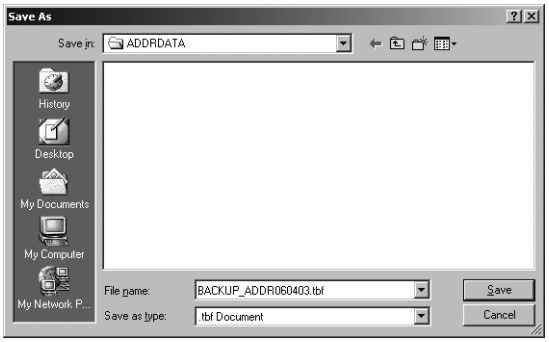
If the screen is not refreshed by clicking the [REFRESH] icon, please wait a while and then try again. Creating the backup file may take a few minutes depending on its size.

5 Right-click the File Name link and select [Save Target As...].



The Save As dialog box appears.

6 Select the file location and select “All Files” in the “Save as type” drop down box.



Note

It is recommended to save the backup file as it is named. If you change the file name, the equipment cannot restore the data from the backup files. The file name of each backup data must be the following name:
- Address Book: BACKUP_ADDR<date>.tbf

7 Click [Save].

The backup file is saved in the selected location.

Caution

If you turn the power of the equipment OFF, the export files in the equipment will be lost.

Restoring Data from Backup File

An administrator can restore the address book data using the backup files. This maintenance feature is used to restore data from backup files, to recover the original environments.

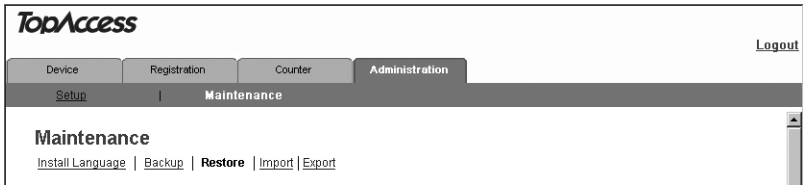
Note

Before restoring the data from backup files, please confirm that there is no print job, no scan job, and no fax job. The backup files cannot be restored if there are any jobs that have been processed.

1 Access TopAccess in the administrator mode.

P.50 “Accessing TopAccess”

2 Click the Maintenance menu and Restore submenu.

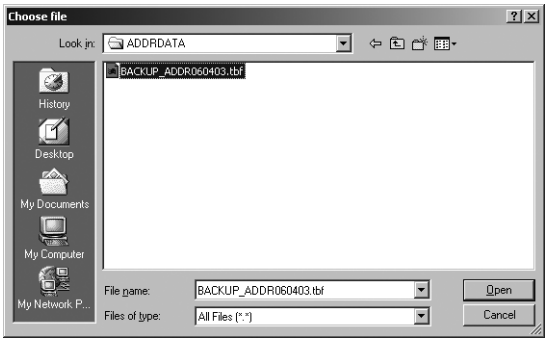


The Restore submenu page is displayed.

3 Click [Browse] in the data section that you want to restore.

The Choose File dialog box appears.

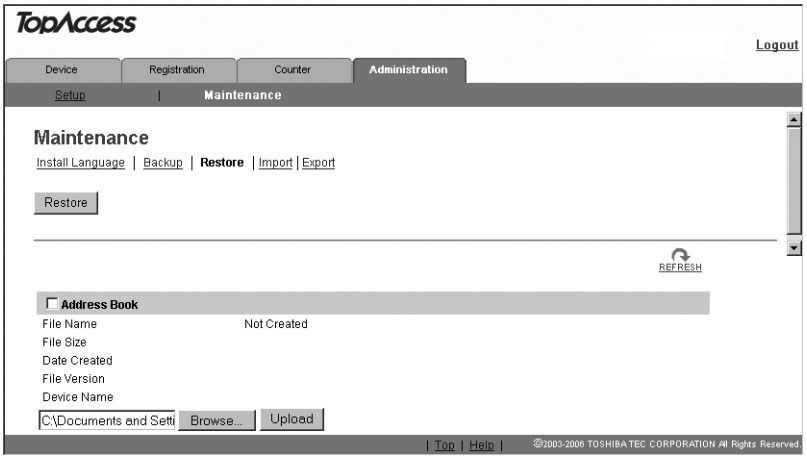
4 Select a backup file and click [Open].



Note

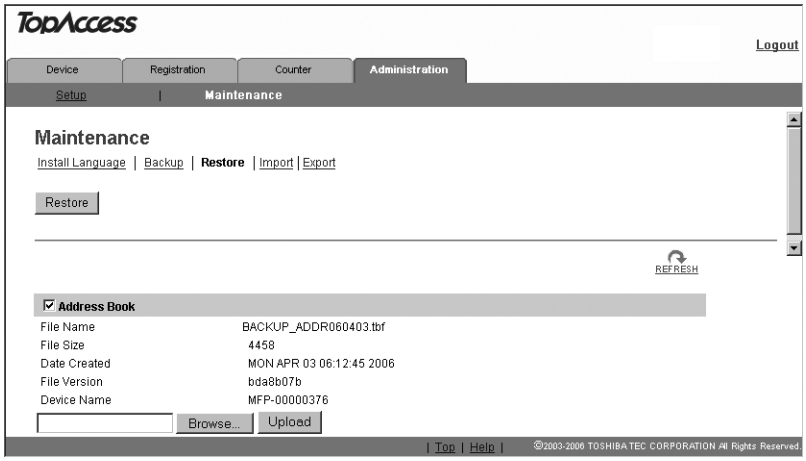
If the backup file name is not the name as shown below, the equipment cannot restore the data from the backup files.
- Address Book: BACKUP_ADDR<date>.tbf

5 Click [Upload].



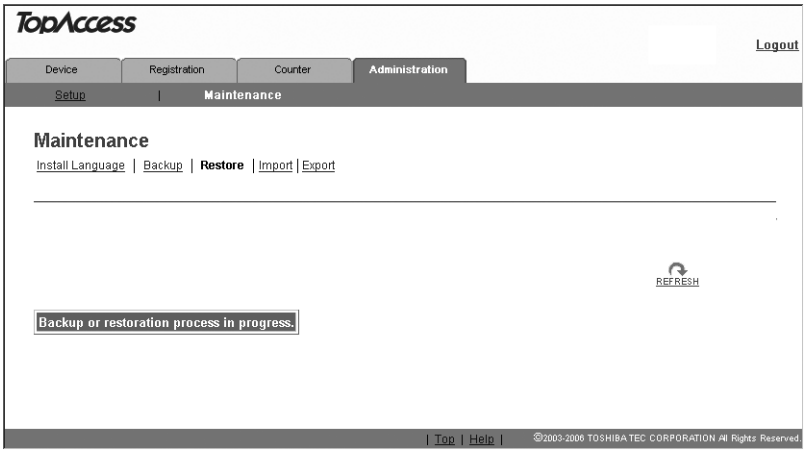
The Restore screen displays the backup file information.

6 Check the box of Address Book and click [Restore].



"Backup or restoration process in progress." appears and the restoration process begins.

7 Click [REFRESH] on the right side.



The address book data are restored in this equipment.

Note

If the screen is not refreshed by clicking the [REFRESH] icon, please wait a while and then try again. Restoration may take a few minutes depending on the file size.

Importing Address Book Data

You can import the address book data in a CSV format to TopAccess. The data need to be comma-deliminated CSV files complying with the address book data format of TopAccess. Create the file in the following format:

```
"NAME","Email Address","Tel Number","ABB_ID","OT_ID","Search Letter"
"Use01","user01@toshibatec-ifax.com","000000000001","1","1","A"
"Use02","user02@toshibatec-ifax.com","000000000002","","2","B"
"Use03","user03@toshibatec-ifax.com","000000000003","2","","A"
```

Each item in the address book data is imported to TopAccess under the following item names:

Item Names in Address Book	Item Names in TopAccess	Maximum Number of letters Acceptable
NAME	Name	20 one-byte letters / 10 two-byte letters
Email Address	(Import disabled)	-
Tel Number	Fax Number	128 one-byte letters (Digits and signs “ * ”, “#”, “ - ”)
ABB_ID	ABB. Number	3 one-byte letters (Digits from 001 to 999)
OT_ID	One Touch Number	2 one-byte letters (Digits from 1 to 75)
Search Letter	Search Letter	1 one-byte letters (Capital letters, digits, signs)

- Be sure to enter “NAME” and “Tel Number”, or the data will not be imported.
- Data with letters exceeding the maximum number shown above cannot be imported.
- Be sure to enter either “ABB_ID” or “OT_ID”.
- A maximum of 300 abbreviated numbers (“ABB_ID”) and a maximum of 75 one-touch numbers (“OT_ID”) can be imported.
- If an abbreviated number (“ABB_ID”) already registered for one user is used for another, only the data of the user first registered in this abbreviated number will be imported. (The same procedure is taken in one-touch numbers (“OT_ID”).)
- For letters accepted for “Search Letter”, see the ***Operator’s Manual for Facsimile Function***.

Note

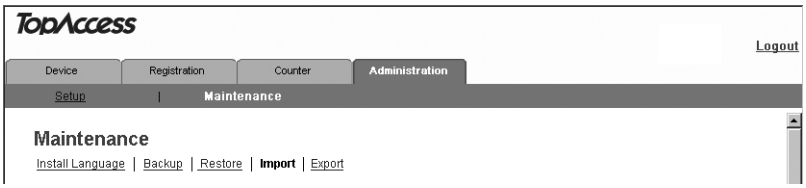
Before importing the address book data, confirm that this equipment meets the conditions shown below. If this equipment does not meet any of the following conditions, the address book data will not be imported:

- The main screen of any operation modes (e.g. copy mode) is displayed or this equipment has entered into the energy saving mode from the status displaying the main screen of any operation modes.
- No reserved jobs or jobs in process exist.

1 Access TopAccess in the administrator mode.

P.50 “Accessing TopAccess”

2 Click the Maintenance menu and Import submenu.

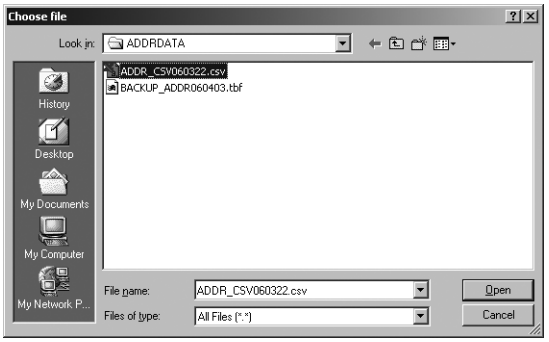


The Import submenu page is displayed.

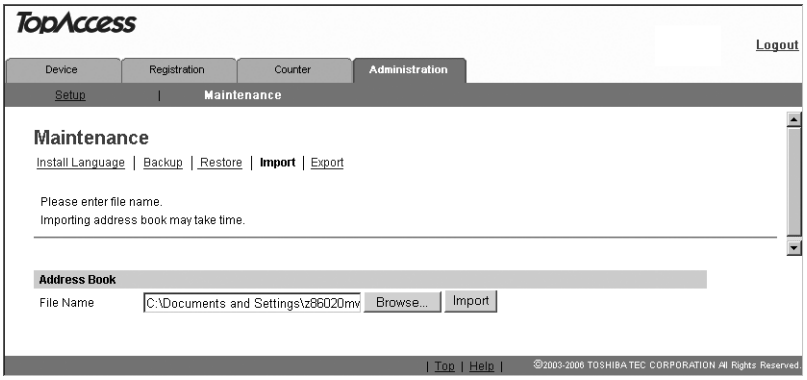
3 Click [Browse...] in the Address Book area.

The Choose File dialog box appears.

4 Select the CSV file that contains address book data and click [Open].

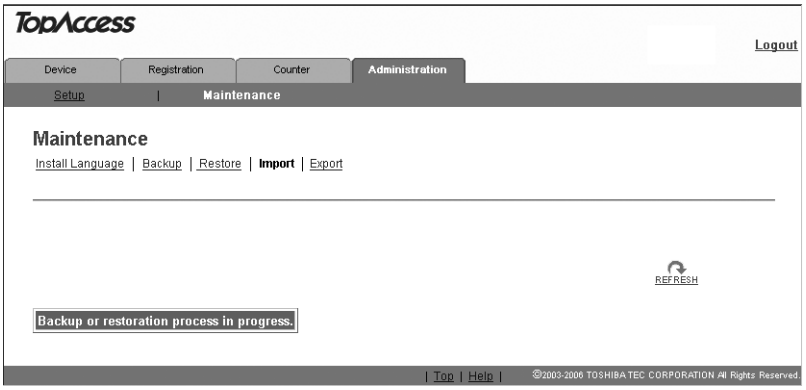


5 Click [Import].



“Backup or restoration process in progress.” appears and the import process begins.

6 Click [REFRESH] on the right side.



The address book data are imported from the CSV file to this equipment.

Note

If the screen is not refreshed by clicking the [REFESH] icon, please wait a while and then try again. Import may take a few minutes depending on the file size.

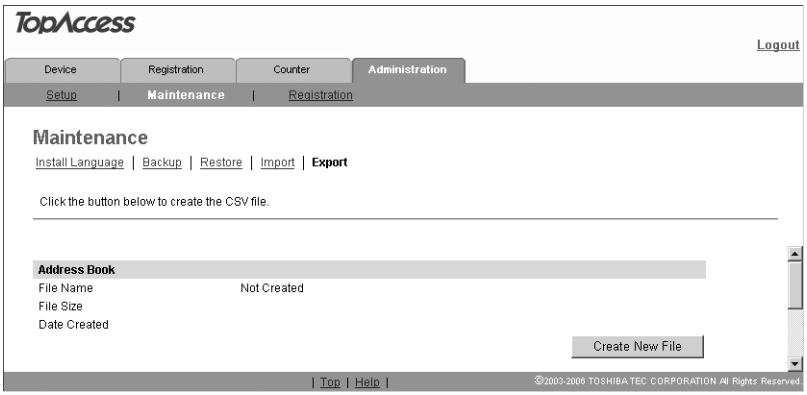
Exporting Address Book Data

The address book data can be exported in a CSV format. For the formats of the address book data and each item, see the following page:
P.127 “Importing Address Book Data”

1 Access TopAccess in the administrator mode.

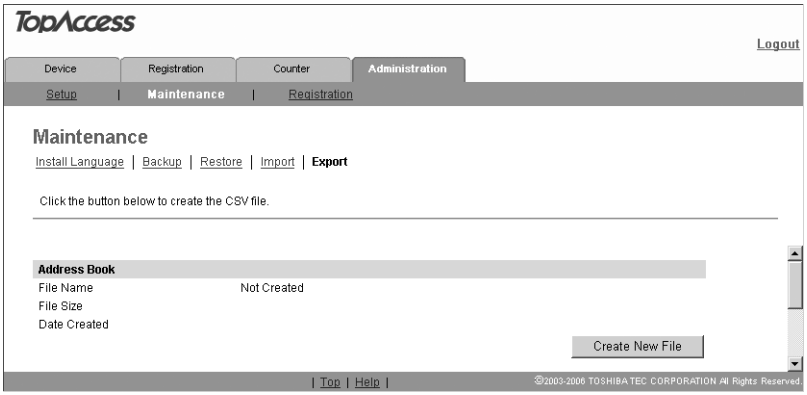
P.50 “Accessing TopAccess”

2 Click the Maintenance menu and the Export submenu.



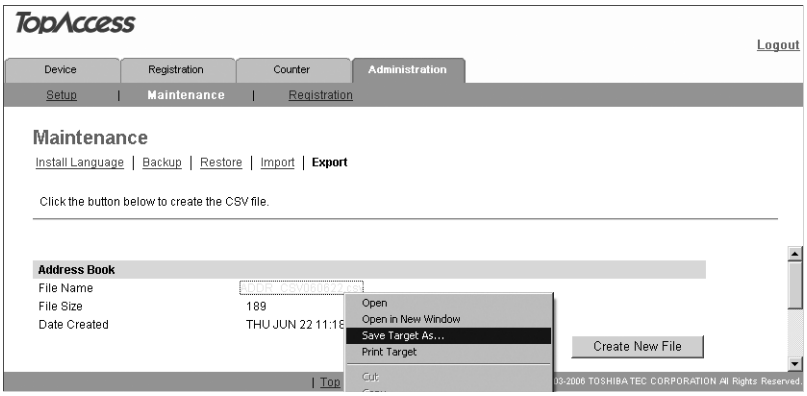
The Export submenu page is displayed.

3 Click [Create New File] in the Address Book area.



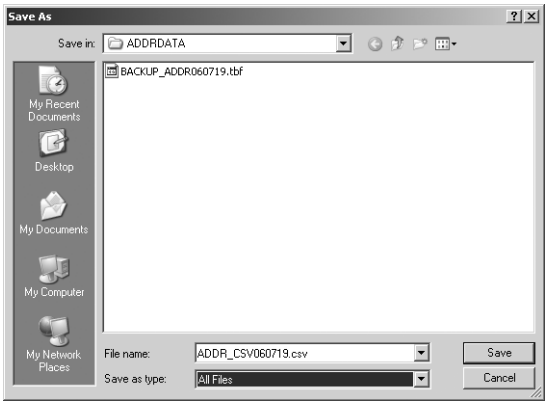
The information of the address book data (CSV file name) is displayed.

4 Right-click the link of the file name, and select [Save Target As ...].



The Save As dialog box is displayed.

5 Specify where the file is to be saved, and select "All Files" in the "Save as type" drop down box.



6 Click [Save].

The address book data file in a CSV format is saved in the location you specified.

Caution

If you turn the power of the equipment OFF, the export files in the equipment will be lost.

Importing Department Code Data

You can import the department code data in a CSV format that were previously exported.

Note

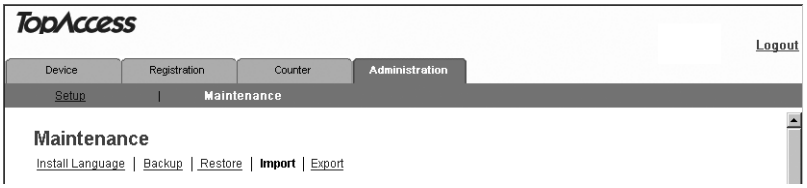
Before importing the department code data, confirm that this equipment meets the conditions shown below. If this equipment does not meet any of the following conditions, the department code data will not be imported:

- The department code function is enabled.
- The department code entry screen is displayed or this equipment has entered into the energy saving mode from the status displaying the department code entry screen.
- No reserved jobs or jobs in process exist.

1 Access the TopAccess in the administrator mode.

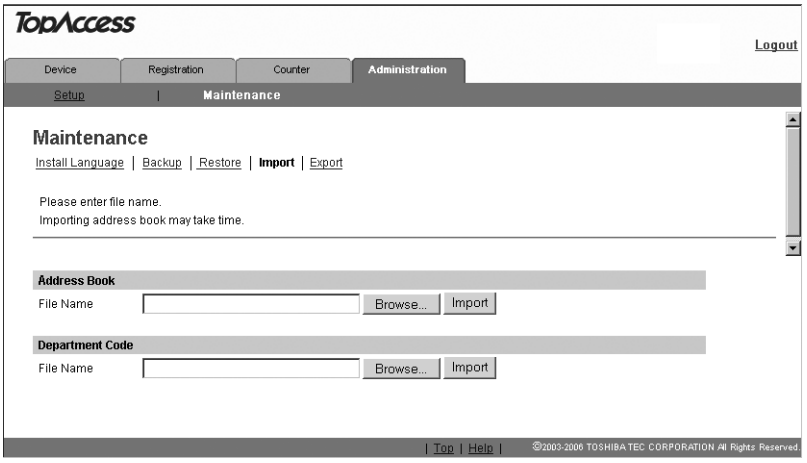
P.50 “Accessing TopAccess”

2 Click the Maintenance menu and Import submenu.



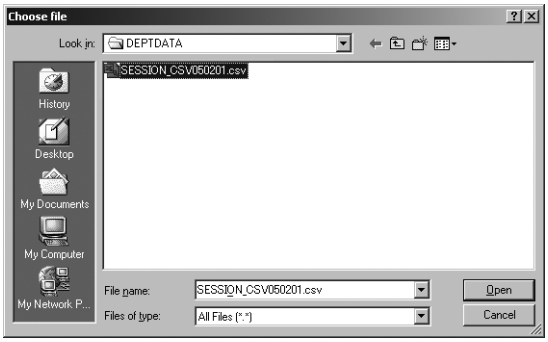
The Import submenu page is displayed.

3 Click [Browse...] in the Department Code area.

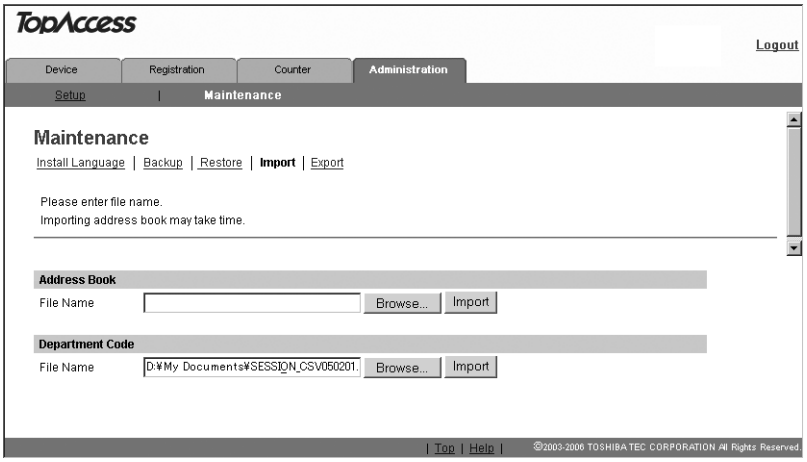


The Choose File dialog box appears.

4 Select CSV file of the department code data that were exported previously, and then click [Open].

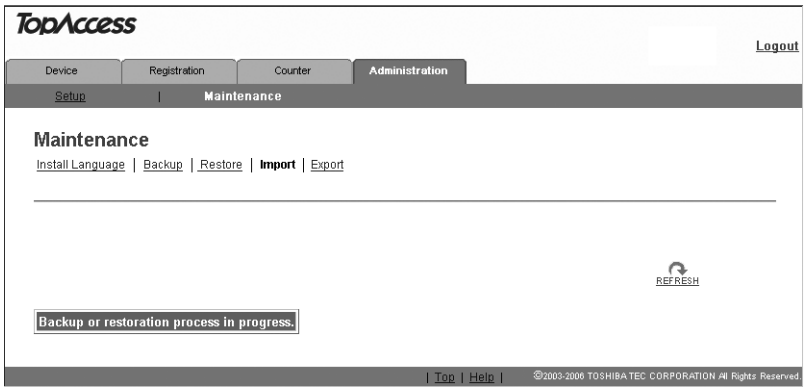


5 Click [Import].



"Backup or restoration process in progress." appears and the import process begins.

6 Click the [REFRESH] on the right side.



The department code data are imported from the CSV file to this equipment.

Note

If the screen is not refreshed by clicking the [REFRESH], wait for a while and then try again. Import may take a few minutes depending on the file size.

Exporting Department Code Data

The department code data can be exported in a CSV format.

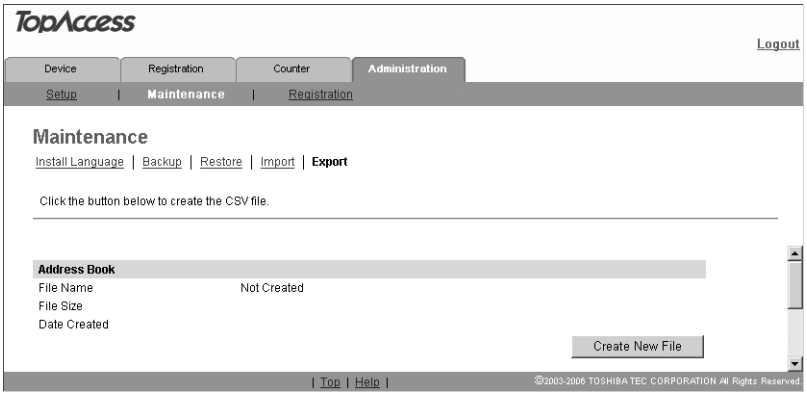
Notes

- Before importing the department code data, confirm that the department code function is enabled. If disabled, the data will not be imported.
- The purpose of this procedure is backing up the department code data to prepare for failure. Do not edit or delete the exported data because they will be needed at the time of importing them back.

1 Access TopAccess in the administrator mode.

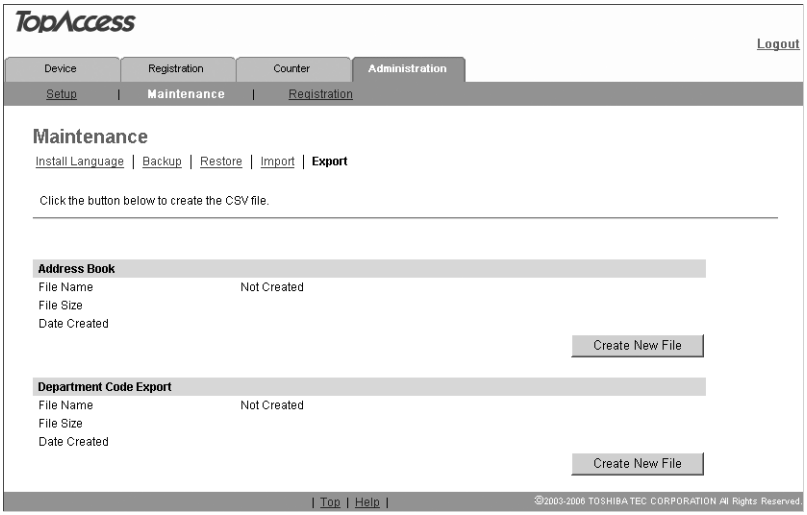
P.50 “Accessing TopAccess”

2 Click the Maintenance menu and the Export submenu.



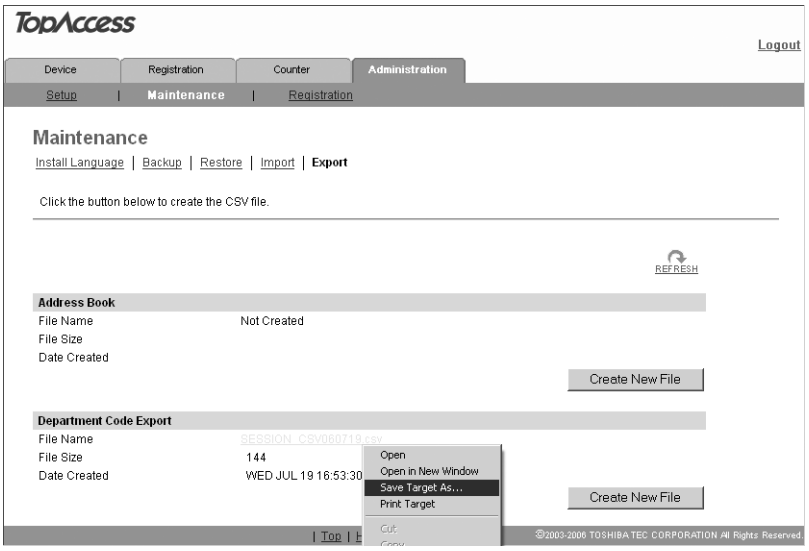
The Export submenu page is displayed.

3 Click [Create New File] in the Department Code Export area.



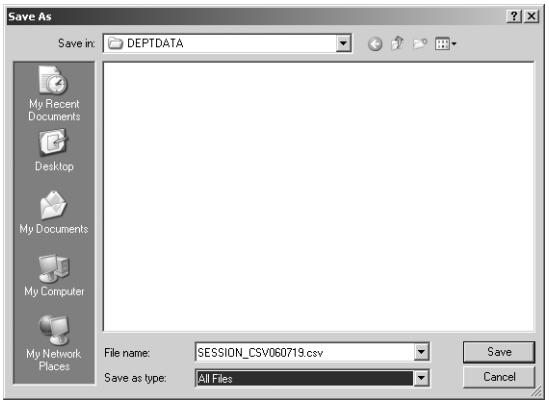
The information of the department code data (CSV file name) is displayed.

4 Right-click the link of the file name, and select [Save Target As ...].



The Save As dialog box is displayed.

5 Specify where the file is to be saved, and select "All Files" in the "Save as type" drop down box.



6 Click [Save].

The department code data file in a CSV format is saved in the location you specified.

Caution

If you turn the power of the equipment OFF, the export files in the equipment will be lost.

12

MANAGING DEPARTMENT CODES ON TopAccess (FOR ADMINISTRATORS)

This chapter describes how to have department codes managed by an administrator.

Managing Department Codes (For Administrators) 138

Managing Department Codes (For Administrators)

On the Department menu page at the Counter tab, by entering the master code, the administrator can display the department list that contains the counter information for each department.

Note

Displaying the department counter is available only when a department code is set by using this equipment.

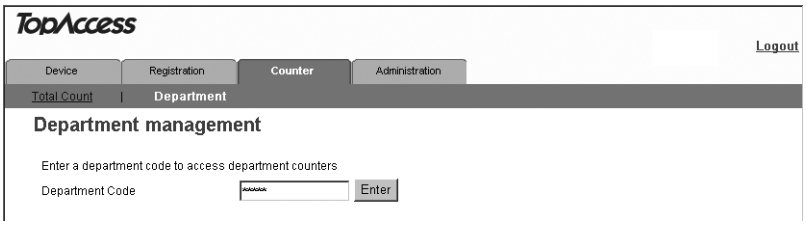
Tip

To register or delete the department codes, use the control panel of this equipment. For department code settings in this equipment, see ***Operator's Manual for Copying Functions***.

1 Click the Counters tab and the Department menu.

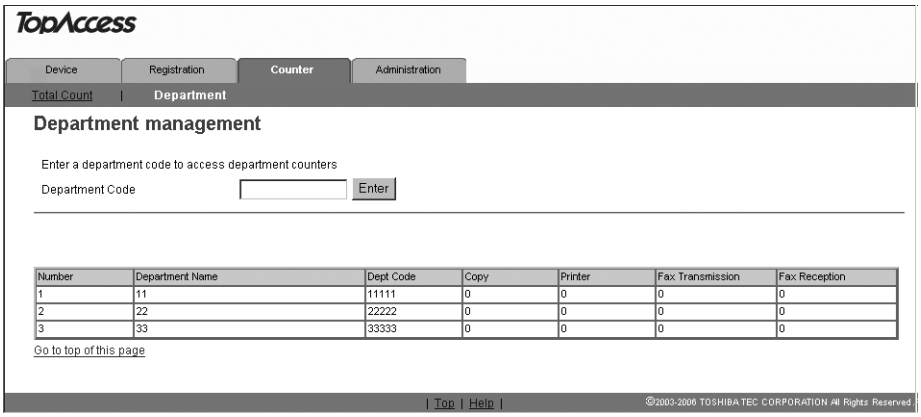
The Department menu page is displayed.

2 Enter the master code in the "Department Code" field and click [Enter].



The Department Management page is displayed.

3 The departments list containing the counter information is displayed.



Tip

You can display the desired department code information by entering that code.

13

TROUBLESHOOTING

This chapter describes the most common TopAccess errors, and provides procedures to resolve the conditions. If the problem persists after you have followed all of the steps, make sure to note what you were trying to do and any error messages appear, etc. — and then contact your service representative.

TopAccess Error Messages 140
Device status indicator list 140
Error message list 141

TopAccess Error Messages

Device status indicator list

When an error occurs, the Device status indicator will be displayed on the Device tab page of TopAccess. For details, see the following page:
📖 P.56 “TopAccess Device Tab Page”

- Printer Error

  The above printer error icon indicates:
  - You need to remove paper from the receiving tray.
  - Non-recommended toner is being used.
    For information on how to resolve the error condition, see “Replacing Toner Cartridge” in the ***Operator’s Manual for Copying Functions***.

- Cover Open

  The Cover Open error icon indicates that you need to close the cover.

- Toner Empty

  The Toner Empty icon indicates the empty status of the toner cartridge. For information on how to resolve the error condition, see “Replacing Toner Cartridge” in the ***Operator’s Manual for Copying Functions***.

- Paper Empty

  The Paper Empty icon indicates that one of the drawers is opened. You must close the opened drawer to resume printing or copying. This icon also indicates the empty status of the drawer. This status does not immediately stop a print job or a copy job. If the automatic paper selection (APS) function is enabled, the print or copy job may continue by selecting paper of the same size in the other drawer. For information on how to resolve the error condition, see “When this message appears” in the ***Operator’s Manual for Copying Functions***.
  When paper has run out, you can cancel a print job in process from the control panel of this equipment. See the following page for how to cancel a print job:
  📖 P.24 “To Cancel Print Jobs”

- Paper Jam

  The Paper Jam icon indicates that you must remove jammed paper from the equipment. For information on how to resolve the error condition, see “Paper Jams” in the ***Operator’s Manual for Copying Functions***.

- Service calls

  The Service Call error icon indicates that you must call for service. Contact your service technician.

Error message list

The error message will be displayed in “Alerts” field on the Device tab page of TopAccess.
For the details, see the following page:
📖 P.56 “TopAccess Device Tab Page”

TopAccess Message	Corrective Action
Front Cover Open - Please Close Cover.	Close the Front Cover.
Paper Feeding Cover Open - Please Close Cover.	Close the Paper Feeding Cover.
Transfer/Transport unit Open - Please Close Cover.	Close the Transfer/Transport unit.
Automatic Duplexer Unit Cover Open - Please Close Cover.	Close the Automatic Duplexer Unit Cover.
Paper Jam in Auto Duplexer Unit - Please Clear Paper Path	Remove jammed paper.
Paper Jam in Printer - Please Clear Paper Path	Remove jammed paper.
Paper Ejection Jam - Please Clear Paper Path	Remove jammed paper.
Black Toner Empty - Please Refill.	Replace the toner. Refer to the ***Operator's Manual for Copying Functions*** for instruction.
Automatic Document Feeder Error - Please Contact Service Technician.	Contact your service representative.
Alignment Error in Automatic Document Feeder - Please Contact Service Technician.	Contact your service representative.
Motor Error in Automatic Document Feeder - Please Contact Service Technician.	Contact your service representative.
I/F Error in Automatic Document Feeder - Please Contact Service Technician.	Contact your service representative.
Fatal Error - Please Contact Service Technician.	Contact your service representative.
Main Motor Error - Please Contact Service Technician.	Contact your service representative.
Printer Output Error - Please Contact Service Technician.	Contact your service representative.
Printer Input Error - Please Contact Service Technician.	Contact your service representative.

14

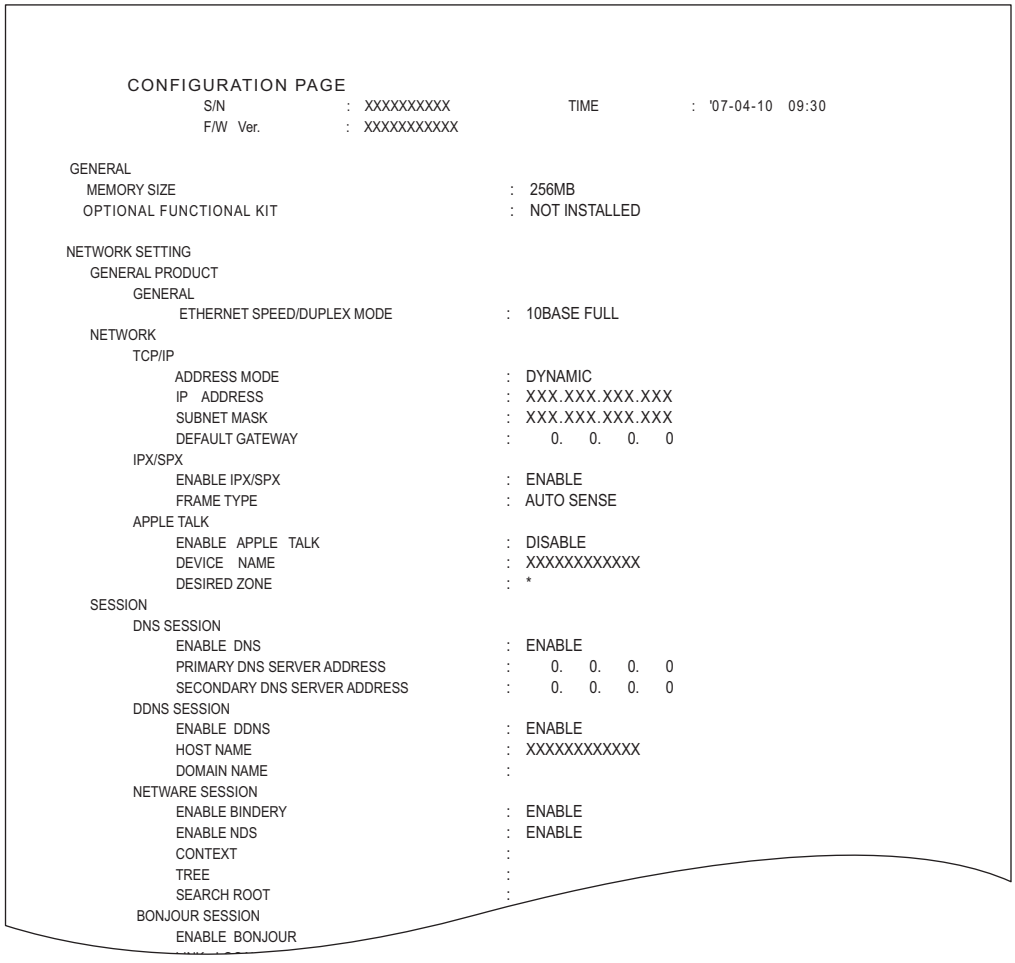
APPENDIX

This chapter has been prepared to give additional information.

List Print Format 144

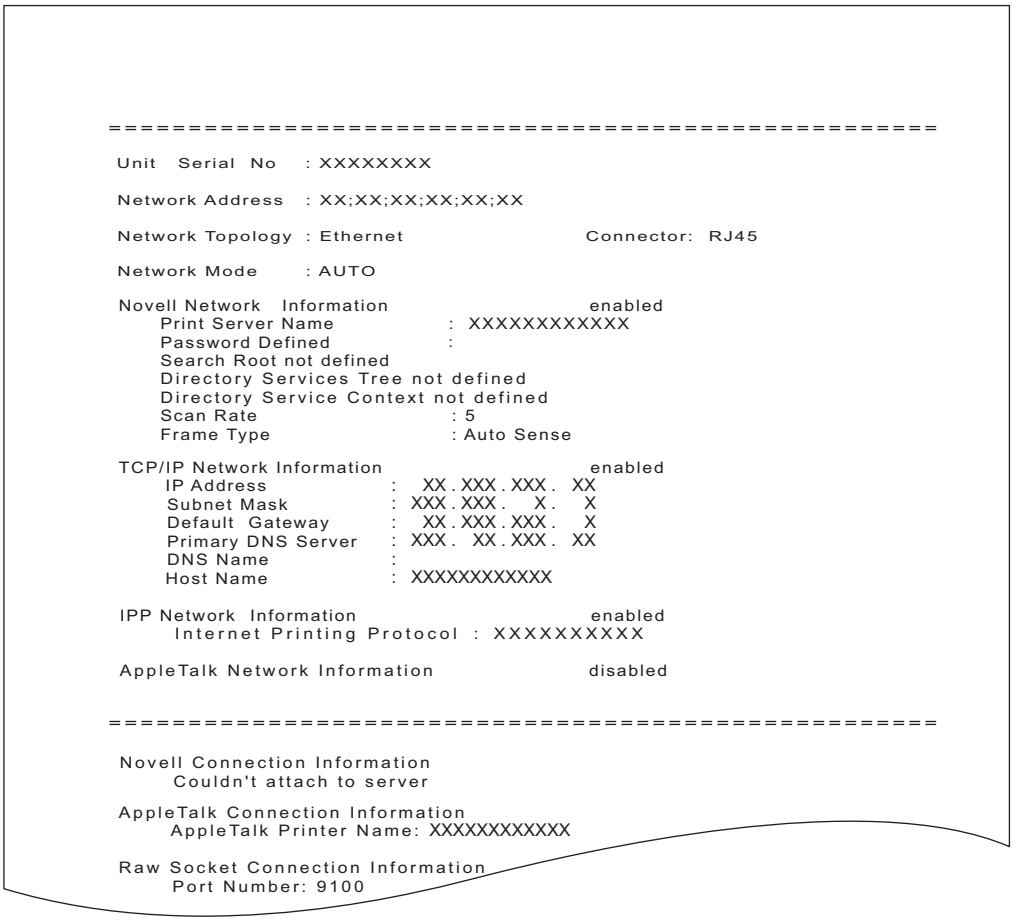
List Print Format

Configuration Page (Example)



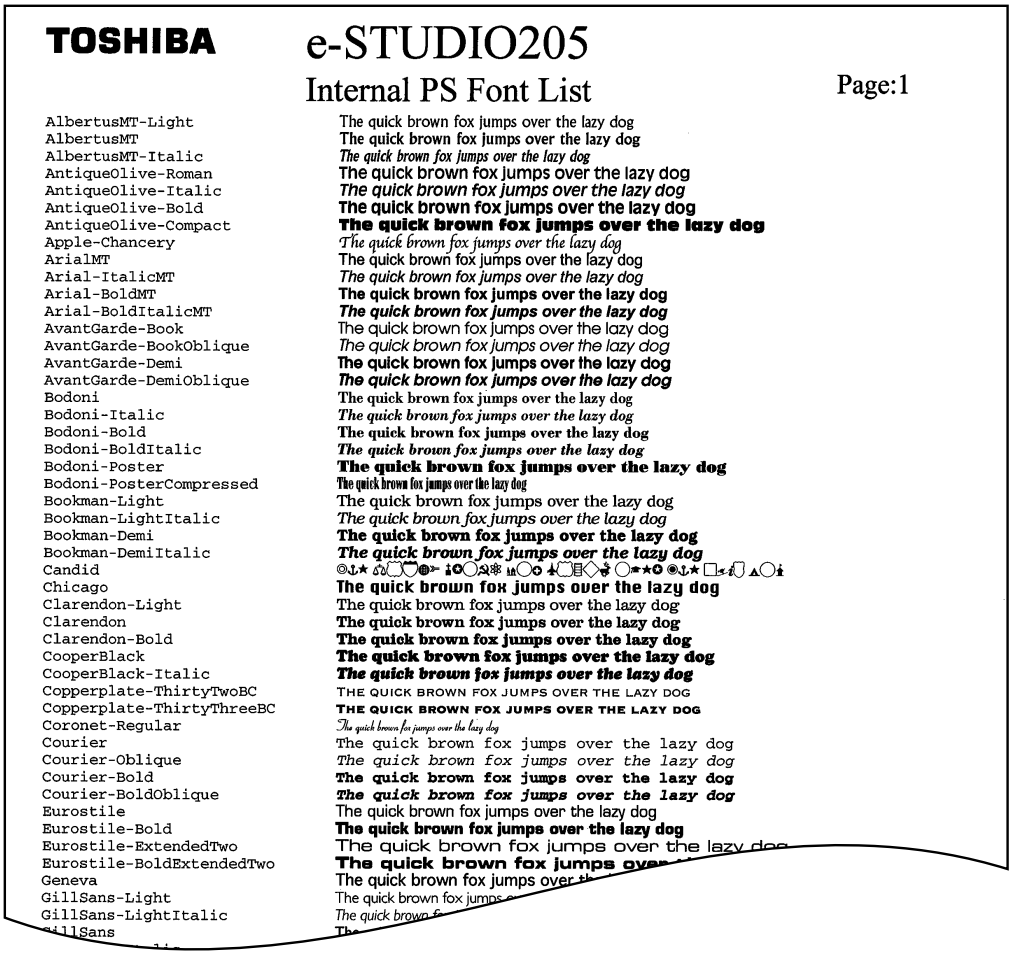
```
                CONFIGURATION PAGE
                        S/N                 :  XXXXXXXXXX              TIME              :  '07-04-10  09:30
                        F/W  Ver.           :  XXXXXXXXXXX

GENERAL
   MEMORY SIZE                                                  :  256MB
   OPTIONAL FUNCTIONAL KIT                                      :  NOT INSTALLED

NETWORK SETTING
    GENERAL PRODUCT
          GENERAL
                ETHERNET SPEED/DUPLEX MODE                      :  10BASE FULL
    NETWORK
          TCP/IP
                ADDRESS MODE                                    :  DYNAMIC
                IP   ADDRESS                                    :  XXX.XXX.XXX.XXX
                SUBNET MASK                                     :  XXX.XXX.XXX.XXX
                DEFAULT GATEWAY                                 :    0.   0.   0.   0
          IPX/SPX
                ENABLE IPX/SPX                                  :  ENABLE
                FRAME TYPE                                      :  AUTO SENSE
          APPLE TALK
                ENABLE   APPLE   TALK                           :  DISABLE
                DEVICE   NAME                                   :  XXXXXXXXXXX
                DESIRED ZONE                                    :  *
    SESSION
          DNS SESSION
                ENABLE  DNS                                     :  ENABLE
                PRIMARY DNS SERVER ADDRESS                      :    0.   0.   0.   0
                SECONDARY DNS SERVER ADDRESS                    :    0.   0.   0.   0
          DDNS SESSION
                ENABLE  DDNS                                    :  ENABLE
                HOST NAME                                       :  XXXXXXXXXXX
                DOMAIN NAME                                     :
          NETWARE SESSION
                ENABLE BINDERY                                  :  ENABLE
                ENABLE NDS                                      :  ENABLE
                CONTEXT                                         :
                TREE                                            :
                SEARCH ROOT                                     :
          BONJOUR SESSION
                ENABLE  BONJOUR
```

NIC Status Page (Example)



```
==========================================================

Unit  Serial  No    : XXXXXXXX

Network Address   : XX;XX;XX;XX;XX;XX

Network Topology  : Ethernet                  Connector:  RJ45

Network Mode      : AUTO

Novell Network  Information                    enabled
     Print Server Name            : XXXXXXXXXXXX
     Password Defined             :
     Search Root not defined
     Directory Services Tree not defined
     Directory Service Context not defined
     Scan Rate                    : 5
     Frame Type                   : Auto Sense

TCP/IP Network Information                     enabled
      IP Address             :  XX.XXX.XXX. XX
      Subnet Mask            : XXX.XXX.  X.  X
      Default  Gateway       :  XX.XXX.XXX.  X
      Primary DNS Server     : XXX. XX.XXX. XX
      DNS Name               :
      Host Name              : XXXXXXXXXXXX

IPP Network  Information                       enabled
      Internet Printing Protocol : XXXXXXXXXX

AppleTalk Network Information                  disabled

==========================================================

Novell Connection Information
      Couldn't attach to server

AppleTalk Connection Information
      AppleTalk Printer Name: XXXXXXXXXXX

Raw Socket Connection Information
      Port Number: 9100
```

PS Font List (Example)



TOSHIBA

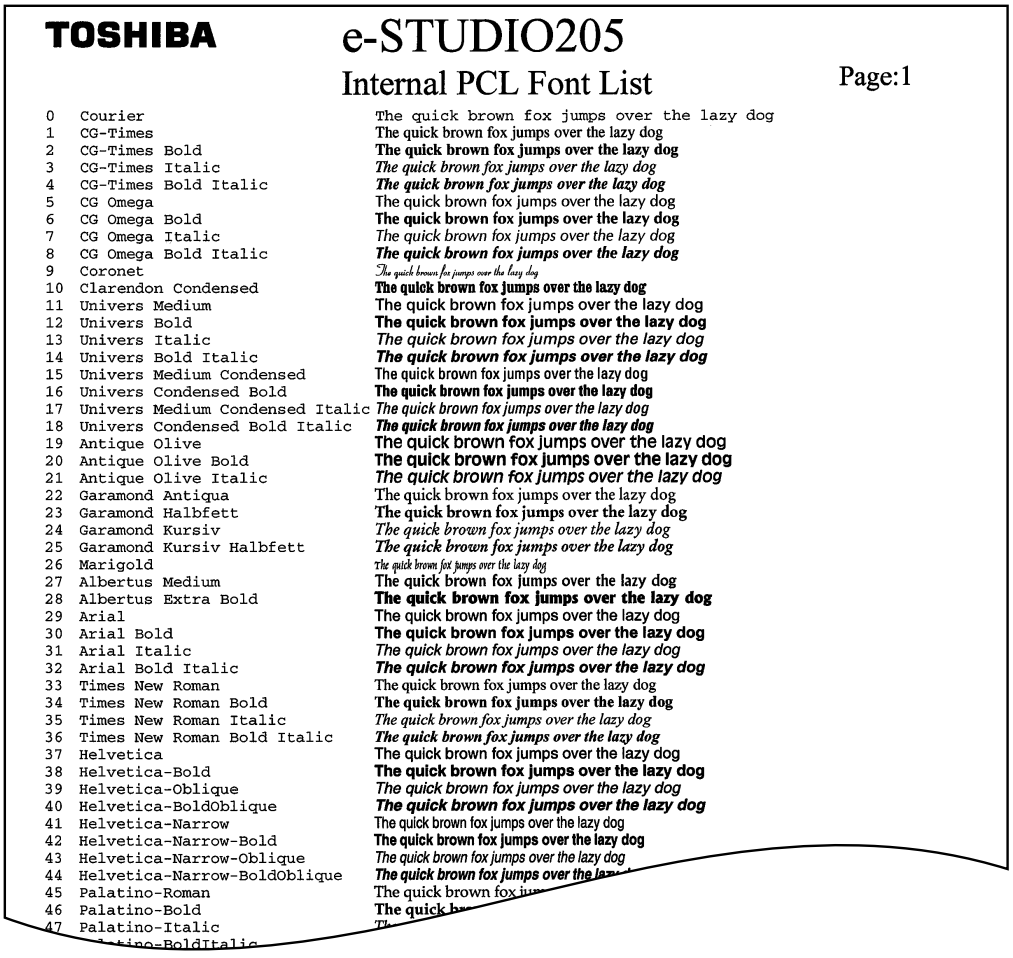
e-STUDIO205

Internal PS Font List

Page:1

AlbertusMT-Light	The quick brown fox jumps over the lazy dog
AlbertusMT	The quick brown fox jumps over the lazy dog
AlbertusMT-Italic	*The quick brown fox jumps over the lazy dog*
AntiqueOlive-Roman	The quick brown fox jumps over the lazy dog
AntiqueOlive-Italic	*The quick brown fox jumps over the lazy dog*
AntiqueOlive-Bold	**The quick brown fox jumps over the lazy dog**
AntiqueOlive-Compact	**The quick brown fox jumps over the lazy dog**
Apple-Chancery	*The quick brown fox jumps over the lazy dog*
ArialMT	The quick brown fox jumps over the lazy dog
Arial-ItalicMT	*The quick brown fox jumps over the lazy dog*
Arial-BoldMT	**The quick brown fox jumps over the lazy dog**
Arial-BoldItalicMT	***The quick brown fox jumps over the lazy dog***
AvantGarde-Book	The quick brown fox jumps over the lazy dog
AvantGarde-BookOblique	*The quick brown fox jumps over the lazy dog*
AvantGarde-Demi	**The quick brown fox jumps over the lazy dog**
AvantGarde-DemiOblique	***The quick brown fox jumps over the lazy dog***
Bodoni	The quick brown fox jumps over the lazy dog
Bodoni-Italic	*The quick brown fox jumps over the lazy dog*
Bodoni-Bold	**The quick brown fox jumps over the lazy dog**
Bodoni-BoldItalic	***The quick brown fox jumps over the lazy dog***
Bodoni-Poster	**The quick brown fox jumps over the lazy dog**
Bodoni-PosterCompressed	The quick brown fox jumps over the lazy dog
Bookman-Light	The quick brown fox jumps over the lazy dog
Bookman-LightItalic	*The quick brown fox jumps over the lazy dog*
Bookman-Demi	**The quick brown fox jumps over the lazy dog**
Bookman-DemiItalic	***The quick brown fox jumps over the lazy dog***
Candid	
Chicago	**The quick brown fox jumps over the lazy dog**
Clarendon-Light	The quick brown fox jumps over the lazy dog
Clarendon	**The quick brown fox jumps over the lazy dog**
Clarendon-Bold	**The quick brown fox jumps over the lazy dog**
CooperBlack	**The quick brown fox jumps over the lazy dog**
CooperBlack-Italic	***The quick brown fox jumps over the lazy dog***
Copperplate-ThirtyTwoBC	THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG
Copperplate-ThirtyThreeBC	**THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG**
Coronet-Regular	*The quick brown fox jumps over the lazy dog*
Courier	The quick brown fox jumps over the lazy dog
Courier-Oblique	*The quick brown fox jumps over the lazy dog*
Courier-Bold	**The quick brown fox jumps over the lazy dog**
Courier-BoldOblique	***The quick brown fox jumps over the lazy dog***
Eurostile	The quick brown fox jumps over the lazy dog
Eurostile-Bold	**The quick brown fox jumps over the lazy dog**
Eurostile-ExtendedTwo	The quick brown fox jumps over the lazy dog
Eurostile-BoldExtendedTwo	**The quick brown fox jumps over**
Geneva	The quick brown fox jumps over
GillSans-Light	The quick brown fox jumps
GillSans-LightItalic	*The quick brown fox*
GillSans	

PCL Font List (Example)



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e-STUDIO205

Internal PCL Font List

Page:1

0	Courier	The quick brown fox jumps over the lazy dog
1	CG-Times	The quick brown fox jumps over the lazy dog
2	CG-Times Bold	**The quick brown fox jumps over the lazy dog**
3	CG-Times Italic	*The quick brown fox jumps over the lazy dog*
4	CG-Times Bold Italic	***The quick brown fox jumps over the lazy dog***
5	CG Omega	The quick brown fox jumps over the lazy dog
6	CG Omega Bold	**The quick brown fox jumps over the lazy dog**
7	CG Omega Italic	*The quick brown fox jumps over the lazy dog*
8	CG Omega Bold Italic	***The quick brown fox jumps over the lazy dog***
9	Coronet	*The quick brown fox jumps over the lazy dog*
10	Clarendon Condensed	**The quick brown fox jumps over the lazy dog**
11	Univers Medium	The quick brown fox jumps over the lazy dog
12	Univers Bold	**The quick brown fox jumps over the lazy dog**
13	Univers Italic	*The quick brown fox jumps over the lazy dog*
14	Univers Bold Italic	***The quick brown fox jumps over the lazy dog***
15	Univers Medium Condensed	The quick brown fox jumps over the lazy dog
16	Univers Condensed Bold	**The quick brown fox jumps over the lazy dog**
17	Univers Medium Condensed Italic	*The quick brown fox jumps over the lazy dog*
18	Univers Condensed Bold Italic	***The quick brown fox jumps over the lazy dog***
19	Antique Olive	The quick brown fox jumps over the lazy dog
20	Antique Olive Bold	**The quick brown fox jumps over the lazy dog**
21	Antique Olive Italic	*The quick brown fox jumps over the lazy dog*
22	Garamond Antiqua	The quick brown fox jumps over the lazy dog
23	Garamond Halbfett	**The quick brown fox jumps over the lazy dog**
24	Garamond Kursiv	*The quick brown fox jumps over the lazy dog*
25	Garamond Kursiv Halbfett	***The quick brown fox jumps over the lazy dog***
26	Marigold	*The quick brown fox jumps over the lazy dog*
27	Albertus Medium	The quick brown fox jumps over the lazy dog
28	Albertus Extra Bold	**The quick brown fox jumps over the lazy dog**
29	Arial	The quick brown fox jumps over the lazy dog
30	Arial Bold	**The quick brown fox jumps over the lazy dog**
31	Arial Italic	*The quick brown fox jumps over the lazy dog*
32	Arial Bold Italic	***The quick brown fox jumps over the lazy dog***
33	Times New Roman	The quick brown fox jumps over the lazy dog
34	Times New Roman Bold	**The quick brown fox jumps over the lazy dog**
35	Times New Roman Italic	*The quick brown fox jumps over the lazy dog*
36	Times New Roman Bold Italic	***The quick brown fox jumps over the lazy dog***
37	Helvetica	The quick brown fox jumps over the lazy dog
38	Helvetica-Bold	**The quick brown fox jumps over the lazy dog**
39	Helvetica-Oblique	*The quick brown fox jumps over the lazy dog*
40	Helvetica-BoldOblique	***The quick brown fox jumps over the lazy dog***
41	Helvetica-Narrow	The quick brown fox jumps over the lazy dog
42	Helvetica-Narrow-Bold	**The quick brown fox jumps over the lazy dog**
43	Helvetica-Narrow-Oblique	*The quick brown fox jumps over the lazy dog*
44	Helvetica-Narrow-BoldOblique	***The quick brown fox jumps over the lazy***
45	Palatino-Roman	The quick brown fox ju
46	Palatino-Bold	**The quick br**
47	Palatino-Italic	*Th*
	Palatino-BoldItalic	

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GA-1190
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MULTIFUNCTIONAL DIGITAL SYSTEMS

Setup Guide for Printing Functions

GA-1190

TOSHIBA TEC CORPORATION

2-17-2, HIGASHIGOTANDA, SHINAGAWA-KU, TOKYO, 141-8664, JAPAN

QUALITY SERVICE

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